Purpose Scope Objective:
The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter Treasurer for current and future Chapter Executive Committee members.

Roles and Responsibilities:
The Treasurer, as an elected officer of the Chapter, has the primary responsibility for oversight of the Finance Committee. All duties delegated by the Treasurer will be made with the approval of the Executive Committee.

Three of the top key elements to success of this Executive Committee position include:

➢ Continually plays down egos, even when engaged in passionate discussions and decisions
➢ Contribute significant voluntary time and effort to make the Chapter successful
➢ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

1. Take the appropriate web-based training for the position of Treasurer as prescribed by Society on the ASSE website
2. Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended.

Procedures:

Monthly General Meeting:

a. Controls the financial bag for the general monthly meetings and assists with set up prior to the meeting, typically about 6:15 to 6:30 am at Hodel’s Restaurant
b. Maintain count of those who paid versus actual head count for billing purposes with Hodel’s
c. Collect funds and from all registration tables at the monthly meeting (Member, Guest & Credit Card) to collate funds and determine head count
d. Reconcile attendance and receipt of funds using the sign in sheets
e. Return sign in sheets to the Membership Chair
f. Write check for catering fee, being sure to obtain another qualified Executive Committee member to counter sign the check.
g. Deposit funds from the monthly meeting receipts into the appropriate bank account.

Monthly Executive Committee Meeting:

a. Attend the monthly Executive Committee meeting to address budgetary issues and report on the current financial status of the Chapter
b. Publish, Monitor, and Maintain a budget to accurately reflect the Chapter’s operations
c. Update the Executive Committee on relevant financial issues or concerns

General Duties:

a. Publish, maintain, and monitor a budget in Excel to accurately reflect the Chapter’s operations, including transferring relevant data from banking transactions into a digital register and Excel spreadsheet for Society
b. File annual financial and tax documents with Society before May 31st (may now be June 30)
c. Oversee the treasury activities of the CSUB and Taft Sections
d. Pay for the mailbox fees on an annual basis which is typically due in October
e. Receive and review bank statements from banking institute
f. Maintain a list of approved account signatories
g. Preserve all necessary financial documentation for the Chapter indefinitely. The documents should be preserved (Need to determine how this will be done - e.g. on a backup hard drive, the cloud, Neat Desk, other?) Documentation to include:
   I. Banking Statements
   II. Check Registers
   III. Invoices
   IV. State and Federal Tax Filings
h. Pay bills for the Chapter, including:
   I. Hodel’s Restaurant for the catering for Monthly General meeting
   II. Annual Post Office Box fee ($45)
   III. Reimbursement of expenses incurred by members that have been approved by the Executive Committee of the Chapter
   IV. Symposium related expenses and fees, such as: Marketing Consultant, Advertising, Catering, Facility Rental, Speakers, Awards, Gifts, as requested by the President-Elect and within the Symposium Budget
   V. Annual Getaway drawing ($500) in December
   VI. Donations approved by the Executive Committee

Resources:
Key to mailbox #10351 located at the USPS on Stockdale Highway. Zip code is 93389
Laptop computer supplied by Chapter
Three bank accounts:
- Checking
- Savings
Bakersfield Chapter Operating Guide
Treasurer
Updated: June 28, 2018

- Symposium

Financial bag (CONTENTS: Checkbook, Seed Money, Credit Card Machine, Raffle Tickets)
- iPad
- Checkbook
- Roll of raffle tickets
- Seed money for the monthly meeting
- Pens and pencils
- Other:_______

**Continuous Improvement:**
This document will be reviewed and updated or marked up annually by the Treasurer and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.