**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 ASSP 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:**

1. 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
2. Maintain count of those who paid versus actual head count for billing purposes with Hodel’s
3. Collect funds and forms from all registration tables at the monthly meeting (Member, Guest & Credit Card)
4. Reconcile attendance and receipt of funds using the sign in sheets
5. Return sign in sheets to the Membership Chair
6. Write check for catering fee, being sure to obtain another qualified Executive Committee member to counter sign the check.
7. Deposit funds from the monthly meeting receipts into the appropriate bank account.

**Monthly Executive Committee Meeting:**

1. Attend the monthly Executive Committee meeting to address budgetary issues and report on the current financial status of the Chapter
2. Work with the Chapter President to publish, monitor, and maintain a budget to accurately reflect the Chapter’s operations
3. Update the Executive Committee on relevant financial issues or concerns

**General Duties:**

1. Work with the Chapter President to 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
2. File annual financial and tax documents with Society before May 31st (may now be June 30)
3. Oversee the treasury activities of the Student Sections if not part of the institution’s program
4. Pay for the mailbox fees on an annual basis which is typically due in November
5. Receive and review bank statements from banking institute
6. Maintain a list of approved account signatories
7. Preserve all necessary financial documentation for the Chapter as required by Society. The documents should be preserved. Documentation to include:
8. Banking Statements
9. Check Registers
10. Invoices
11. State and Federal Tax Filings
12. Facilitate signature approval changes to the appropriate banking accounts for new officers as directed by the Executive Committee
13. Pay bills for the Chapter, including:
14. Hodel’s Restaurant for the catering for Monthly General meeting
15. Annual Post Office Box fee
16. Reimbursement of expenses incurred by members that have been approved by the Executive Committee of the Chapter
17. 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
18. Annual Getaway drawing in December
19. 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:

* General Checking, Symposium Checking and Savings

Financial bag:

* Checkbooks (General and Symposium)
* Roll of raffle tickets
* Seed money for the monthly meeting
* Pens and pencils
* Check Deposit Stamps
* Monthly meeting accounting forms
* Electronic devices: 2 iPads, 1 laptop, 1 external drive

**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.