**Purpose Scope Objective**:

The purpose of this document is to provide guidance on the role and responsibilities of the position of

Chapter Vice-Treasurer for current and future Chapter Executive Committee members.

**Roles and Responsibilities**:

The Vice-Treasurer, as an appointed officer of the Chapter. 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
* In the absence of the Treasurer, the Vice-Treasurer will act as Treasurer by performing the duties outlined in the Procedures section of this document
* At NO time may the Vice-Treasurer act as the second signatory to the Treasurer (or reversed) for any chapter funds disbursement.

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**: The Vice-Treasurer is to assist the Treasurer as needed in the function of the duties listed below.

*AT NO TIME MAY THE TREASURER AND VICE-TREASURER SIGN CHECKS TOGETHER. ALL CHECKS REQUIRE THE SIGNATURE OF TREASURER OR VICE-TREASURER* ***AND*** *ANOTHER COMMITTEE MEMBER WITH SIGNATURE AUTHORIZATION RESPONSIBILITY.*

**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

g. Facilitate signature approval changes to the appropriate banking accounts for new officers as

directed by the Executive Committee

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 mail box #10351 located at the USPS on Stockdale Highway. Zip code is 93389

Laptop computer supplied by Chapter

Three bank accounts:

• Checking

• Savings

• 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.