



Board Role Description

Position: Treasurer

Reports To: President

Position Summary: Oversight and management of chapter financial strategy. Responsible for maintaining financial history, budgeting, bank accounts and expense reimbursements in alignment with bylaws and policies. Support President, National, and board in annual budgeting and yearend fiscal reporting. Oversight of sponsorships for events to ensure budgeting goals are met.

Specific Responsibilities:

- Attend all board meetings/calls and provide report of responsibilities
- Oversight of sponsorship committee and ensuring annual sponsorship goals are met.
- Supports sponsorship committee in fulfillment of sponsorships
- Ensure healthy financial controls are in place and managed with all aspects of finances in accordance with bylaws, policies, IRS guidelines and GAAP
- Maintain all financial records, budgets, banking and reports for chapter. Provide budget updates at board meetings.
- Work with President and President Elect to ensure annual budget is developed annually and managed throughout the year.
- Work with National and President to ensure all yearend filings are managed timely (Statement of Purpose, IRS, local/state filings as necessary.)
- Ensure appropriate transition of all files, signature cards, etc. to new board roles annually.
- Recruit future board members through succession planning processes