

POLICY/PROCEDURE NUMBER:

H – 1.4

DATE: December 1, 1992	SUBJECT:
ISSUE: Chapters	Job Description - Chapter Treasurer
REVIEWED: June 2020	PAGES: 1 of 2

1. **Position:**

To have the care and custody of all funds and securities of the Chapter and shall deposit them in the name of the Chapter in such bank or banks, or with such depositories as may be directed by the Chapter Executive Committee.

2. **Responsibilities:**

Responsible to the Chapter Executive Committee.

3. **Summary of Duties:**

- 3.1 Transfer bank account, signature cards of authorized officers.
 - i) Maintain accurate bookkeeping, with proper distribution to various accounts.
 - ii) When in doubt, confer with Chair or Former Treasurer.

- 3.2 Verify accounting from previous Treasurer by formal audit. Report to be presented to membership.

- 3.3 Have and maintain care of all funds and securities of the Chapter.

- 3.4 Deposit all such funds and securities in bank, banks or depositories as required by the Chapter Executive Committee.

- 3.5 Exhibit book and accounting to the Chapter Executive as required by the Chapter Executive Committee.

- 3.6 Obtain Chapter Executive approval before paying expenditures.

- 3.7 Prepare and present a written report of all receipts, disbursements, and accounts for each Chapter Executive meeting.

- 3.8 Prepare an annual financial report for the Chapter Membership. To be presented at the Chapter Annual General Meeting.

- 3.9 Prepare an audit of all accounts and deposits to be accomplished annually at the Chapter's fiscal year end. This audit is to be completed by an accredited accountant as appointed by the membership at the Annual meeting.

- 3.10 Maintain an up to date record of all members c/w all historical data as may be required for each member.

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4. **Summary of Duties (Continued):**

- 4.1 Receive from National Society, membership dues and bank.
- 4.2 Follow-up past due notices for membership dues as required from the National Society.
- 4.3 Coordinate all aspects of membership with the chair of the National Membership Committee.
- 4.4 Recommend investment strategies for surplus funds.
- 4.5 Prepare and submit a proposed annual budget for approval of the Chapter Executive Committee.
- 4.6 Perform other duties as required for the betterment of the Society.

Approved by: _____
President

Date: _____