

JOB DESCRIPTION FOR TREASURER

The chapter treasurer is responsible for providing the following information to the chapter relations administrator at the national office:

- The chapter's annual budget is due immediately after it is approved and no later than March 1st.
- The annual income statement and balance sheet is due by May 31st of each year. THE TREASURER SHALL:
 - Serve as a member of the chapter board of directors.
 - Act in the place of the president in the absence or incapacity of the president, 1st vice president, 2nd vice president, 3rd vice president and secretary.
 - Accept responsibilities delegated by the president. In cooperation with the President and the Secretary:
 - Conduct the regular day-to-day business affairs of the Chapter,
 - Have signature registered with the bank servicing the chapter and with any other financial institutions serving as a depository of funds.
 - Hold responsibility for chapter finances and keep an accurate record of all income and expenses. In collaboration with the Chapter President and Board members, the Treasurer shall:
 - Prepare the annual Chapter budget for presentation to the board and the membership for approval, for inclusion in the chapter's permanent record and for submission to the national office. The Treasurer shall:
 - Present reports of savings, checking and investment account balances to the chapter board and general membership.
 - Provide information to the board regarding budgetary restrictions and alert the board when projects or programs are in danger of going over budget.
 - Keep the board current about any changes of investment potential or problems with investments, if applicable.
 - Propose cost cutting measures and budget increases based on knowledge of financial matters.
 - Reimburse members, in accordance with chapter standing rules or chapter policy, for approved expenditures made on behalf of the chapter.
 - Review chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
 - Submit the chapter's financial records for an annual review by an independent auditor or an audit review committee appointed by the president in sufficient time for results to be presented at the chapter annual meeting.
 - Prepare an annual chapter balance sheet and income/expense statement for presentation to the board and the membership, inclusion in the chapter permanent record, and submission to the national office.

- Identify, cultivate and recruit future chapter leaders.
- Make recommendations to the president for committee appointments.
- Direct and refer members to appropriate volunteer and staff contacts as needed.
- Be available to receive direct feedback from members for input to the chapter board and to communicate, in an informed manner, information regarding actions of the chapter board.
- Serve as Committee Chair (appropriate for your chapter's needs).
- Maintain communication with chapter board and chapter membership through regular reports (including written reports to be included in the chapter's permanent record) of the financial status of the chapter.
- Ensure chapter operations are consistent with the AMTA Strategic Plan.
- Fulfill the fiduciary, due diligence and other responsibilities of chapter board members as described in the bylaws.
- Maintain orderly financial records and an outline of the procedures required to fulfill the treasurer's responsibility and supply the incoming treasurer with those records to ensure a smooth transition.