

Chapter Leader Position Description: Treasurer

Position Summary:

The treasurer manages the operational finances of the chapter. He/She coordinates the budget and operational issues with other board members, as well as administrative services. He/She assures that chapter operations are in compliance with ATD's Chapter Affiliation Requirements (CARE).

Time Commitment:

Term: Two years

Estimated Time Requirements per month:

- Attending board meetings: 2 hours
- Coordinating Internal Audit with External Auditor: 2 hours (once per year)
- Attending monthly chapter meetings: 3 hours
- Communicating with other board members regarding routine issues: 2-4 hours
- Record keeping and financial book upkeep: 2 hours

Responsibilities:

Budgeting

- Creates an annual operating budget and holds Board of Directors accountable for adhering to set budget. Supplies information regarding budget/finances to members, upon request.

Conducts Audits

- Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Reports the results of financial audits to the board in a timely manner

Compliance

- Ensures compliance with CARE
- Ensures chapter is in compliance with state and federal reporting requirements

Finance/Operations

- Oversees operations and finance for the chapter
- Reconciles chapter bank accounts on a regular basis
- Oversees the accuracy of record-keeping and reporting
- Issues payment for invoices in a timely manner
- Maintains chapter tax-exempt non-profit status
- Works with the President to ensure that the chapter maintains adequate insurance coverage

Training

- Recruits and trains incoming vice president of operations and finance
- Recruits and trains volunteers to support audit functions

Board Participation

- Reports all income and expenses to the board on a regular basis
- Reports on financial status of chapter each month at board meetings
- Attends and participates in all monthly board meetings and chapter programs
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities

Qualifications:

- Member of ATD and chapter
- Demonstrated experience in budget design, fiscal responsibility and accounting practices
- Good understanding of operations and finance
- Ability to work with administrative services
- Time available to fully participate in chapter and board meetings