

## **SAMPLE BOARD DESCRIPTIONS**

Position: **Treasurer**

### **Description:**

The Treasurer shall have charge of and responsibility for all funds and securities of the chapter, including oversight over deposits and disbursements, in a manner consistent with the approved budget and policies or pertaining to any financial decisions made by the Board of Directors. Ensures that regular financial reports are presented to and interpreted for the Board of Directors.

### **Responsibilities:**

Attends all regular and special meetings of the Board of Directors and the membership, and notifies President if unable to attend.

Establishes and manages an efficient system for securing the deposit and disbursement of chapter funds and investments.

Maintains all key documents and periodic financial records related to chapter funds and investments.

Prepares a proposed budget for review, modification, and final approval by the Board of Directors.

Monitors income and expense activity relative to the approved chapter budget, and makes appropriate recommendations to adjust for any variances.

Prepares and presents quarterly financial reports for the Board of Directors.

Prepares and submits necessary documents to comply with federal and state tax requirements.

Maintains a Treasurer's Book of chapter records, correspondence, and activities to be transferred to the incoming Treasurer.

Performs any other non-specified duties necessary to further the business of the chapter as duly authorized by President and/or the Board of Directors.

Ensures that the chapter financial activity reports are submitted to ACCA National.

**Term of Office:** One (1) year

### **Qualifications:**

Demonstrated leadership skills, strong business acumen, and a commitment to perform in an orderly and responsible manner all duties of the office.