



POSITION DESCRIPTION & RESPONSIBILITIES

POSITION:

Treasurer

POSITION SUMMARY:

The Treasurer is charged with ensuring the Chapter's fiscal responsibility through the management of the Chapter's finances.

DUTIES & RESPONSIBILITIES:

- Managing the Chapter's banking relationship, currently Associated Bank.
- Regularly reporting the Chapter's financial position to the Steering Committee members.
- Holding Chapter members in key leadership roles responsible for the funds extended to them during the course of Chapter operations.
- Timely reimbursement of personal funds to Chapter members who have fronted, paid deposits, etc. on the Chapter's behalf.
- On a semi-annual basis, present all information necessary for the Chapter President, or other representative of the Chapter named by the President, to perform a bank account reconciliation of banking activity through the account.
- Steering Committee approval prior to moving the Chapter's bank account.
- Steering Committee approval prior to using any Chapter funds.
- Succession Planning: Ensure that the responsibilities of this position are effectively handed off to the next alum filling this position. **Also**, ensure that the signatory cards at the bank are updated prior to vacating position.