

# ALA Chicago

## Treasurer and Secretary

### Position Description



#### Qualifications

The Treasurer and Secretary shall be able to make a two-year commitment to the Chapter and the Treasurer must meet both the regular membership qualifications of both the Chicago Chapter and the Association of Legal Administrators.

#### Basic Functions

The Treasurer and Secretary shall be a dual role and be responsible for all financial information during his/her term of office, in addition to working with Chapter management to maintain board documents. It is suggested that the person selected for this position be familiar with the execution of accounting duties, general taxation, Microsoft Excel, and QuickBooks (QB).

#### Specific Functions

1. Shall maintain the financial records for the Chapter.
2. Produce monthly financial statements.
3. Arrange for the reconciliation of all Chapter bank accounts by a member who is not an Officer of the Chapter, preferably a non-board member.
4. Screen all disbursements of the Chapter for propriety.
5. Record all deposits into QB.
6. Shall oversee filing of all required federal and state tax returns, maintain a copy of all such filings in his/her own files, and provide a copy of all such filings to the Secretary for inclusion in the minutes and to Chapter Management for inclusion on website.
7. Attend monthly Officers' meeting.
8. Chapter management is responsible for, at the direction of the Treasurer & Secretary, to:
  - a. Receive and deposit all income.
  - b. Record and track all deposits and expenses with support in Excel.
  - c. Update the website with meeting and event information.
  - d. Send notices of the monthly Board meetings to the members of the Board at least one week prior to the Board meeting
  - e. Send draft of Agenda to Officers prior to the monthly Board meeting.
  - f. Assist the President in preparing the agenda for each Board meeting.
  - g. Maintain a record of the proceedings at all Chapter Board meetings and provide a draft copy of the minutes to the Officers of the Board prior to distribution to the Board membership.
  - h. After approval of the Officers, distribute a copy of the minutes to the Board membership with the meeting notice at least one day prior to the next Board meeting. Approval and/or changes to the minutes will be voted on at the next Board meeting.
  - i. Coordinate Board Report submissions from Board of Directors, Advisors & Committee Chairs in preparation for the next Board meeting.
  - j. Maintain a record of the original minutes of each Board meeting.
  - k. Receive and tally all electronic Board votes. Report results to Board membership.

#### Budgets

1. Prepare an annual budget of revenues, expenses and net profit or loss. This budget should include all activities anticipated to occur during the year.
2. Review the actual experience against the budget monthly.

#### Cash Receipts

1. Record all cash receipts in QB.
2. All deposits should be recorded in QB in a timely manner and records should be maintained to properly identify the source of the funds deposited.
3. Chapter funds are not to be co-mingled with employer or personal funds.

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#### Cash Disbursements

1. Maintain the Chapter's bank accounts. Invoices approved by authorized persons should be sent to the Treasurer for payment in a timely manner.
2. Retain a copy of the invoices, via electronic copy in QB journal entries.
3. Unless otherwise requested, all vendor invoices are paid by an ACH through the banking system.
4. All cash disbursements require two authorized signers.

#### Check Signer

1. Obtain banking resolutions which authorize officer positions as signatories.
2. Authorized signatories shall include the President, Vice President and VPE, Treasurer and Secretary
3. ACH payments and manual checks must always be prepared by one individual and approved / signed by another officer of the Board.
4. Update signature cards and on-line authorizations annually or as changes in Chapter leadership occur.

#### Investments

1. Be responsible for the investment program.
2. Seek investment guidance from the Chapter's Board of Directors and direct the investment program operation consistent with this policy.

#### Annual Report

Confirm that the annual report from the Secretary of State has been completed by the Chapter Management company before the October 1 due date to avoid fines.

#### Income Tax Return

Prepare or be responsible for the preparation of the Federal and State income tax Form 990, if appropriate. These tax returns are to be filed by August 15 (15th day of the 5th month after our year end.) If extensions are granted the deadlines are usually extended to November 15.

#### Sales Tax Return

Prepare or be responsible for the preparation of the annual sales tax return, if appropriate.

#### 1099s

Work with the ALA tax firm to prepare, distribute and file as appropriate by the January 31 deadline.

#### Registered Agent

The registered agent is currently the Chapter Management company and will remain until further notice.

#### Miscellaneous

1. Make all books and records available to the Audit Committee for its perusal.
2. Submit the audited financial statement for the year, along with certification of all members of the audit committee, to the Board of Directors for review/approval and publication in the Chapter newsletter and posting on the Chapter website.

#### Reporting and Website

1. Present a monthly financial report at each Board meeting.
2. Provide monthly financial reports to the Secretary for delivery to the Board members along with the agenda. Chapter Management shall arrange to have these reports updated on the website under the financial section.

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#### GENERAL BOARD MEMBER EXPECTATIONS

In addition to the description for each individual role, the following responsibilities apply to all Officers, Directors and Advisors of the ALA Chicago Chapter Board. The Board year is April 1 to March 31.

#### Board Meeting Attendance/Communication

1. Attend **ALL** monthly Board meetings as participation is essential for us to conduct business.
  - a. Missing more than three Board meetings in a row is cause for dismissal from the Board at the discretion of the President and the Board members acting together.
  - b. Advise the Secretary and the Chapter Manager if one is not able to attend an upcoming scheduled Board meeting, or if an emergency arises, contact the Secretary and Chapter Manager.
2. Board Reporting:
  - a. Board members are to email a report to the Chapter Manager one week before the Board meeting.
    - i. This report should provide an overview of past and future happenings.
    - ii. Any "Discussion Items" (which may or may not require a vote) are to be indicated as the last item on your report. The Secretary will arrange the agenda to ensure those with discussion items can present them early in the meeting.
    - iii. This report is required whether you attend the meeting or not.
3. Meetings of note which all Board members are strongly encouraged to attend:
  - a. March Board meeting - the transition meeting
  - b. March Bi-Monthly Educational Luncheon - the outgoing and incoming Board's introduction to the Membership takes place at this meeting
  - c. Board Retreat – generally in the first month of the Board year
  - d. The Business Partner and New Members Meet the Board Event
4. When the Board is meeting in-person, plan to host at least one Board meeting during the Board year. (The Host provides lunch for the entire Board and is reimbursed by the Chapter.)

#### Diversity & Inclusion

Diversity & Inclusion is a strategic initiative of ALA Chicago to drive member value and engagement. It is the responsibility of each ALA Chicago Board member to increase the diversity of the Board and committees and to model inclusive behaviors.

1. Encourage the connection of D&I goals within committees.
2. Seek out opportunities to engage members with diverse backgrounds to build a pipeline to ALA Chicago Leadership.
3. Create a productive work environment within Board and committees free of harassment and bullying.
4. Attend monthly D&I Drop Ins and encourage committee members to attend in order to learn and grow in D&I and support the overall strategy.
5. At the start of each Board year, establish a D&I goal and metric tied to ALA Chicago's purpose, vision and mission and report to the Board no less than quarterly.

#### Other

1. Attendance at the Bi-Monthly Educational sessions and other ALA or Chicago Chapter sponsored events is necessary for Chapter development. Greeting new members and building relationships with Chapter members is a responsibility of all Board members at these events.

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2. Board members are encouraged to attend ALA programs or meetings as requested by the Board during the calendar year for which some of these expenses may be borne by the Chapter.
3. Board members are expected to participate in any new member initiatives.
4. Each Board member shall serve as a Business Partner Liaison to a number of Chapter sponsors.

### **Encourage Growth**

1. Form committees to enlist members to assist with the respective Board position and to aid in identifying future leaders. Each committee (and/or board position) should have a transition plan.
2. Assist in promoting advertising on the Chapter website to sponsors and attend networking events sponsored by the Chapter and business partners. Business partners are an integral part of the Chapter as most of the Chapter's funds are derived from sponsorship fees.
3. Encourage all Chapter members to abide by the Chapter's Listserv Guidelines, ALA's Code of Professional Ethics and the Antitrust Policy.