



Treasurer

The Treasurer is an elected officer and a key member of the Board of Directors, responsible for overseeing the financial management and fiscal health of the chapter. This role involves providing financial leadership, ensuring sound financial policies and practices, and guiding the Board in making informed financial decisions.

The Treasurer works closely with the President; President-Elect; Executive Director; and other Board members to ensure that the chapter's financial resources are managed effectively to support its mission and long-term sustainability. The Treasurer assures compliance with IRS regulations, guidelines, and reporting requirements.

Responsible to:

- Chapter President

Key Duties and Responsibilities:

Financial Oversight

- Oversee the chapter's financial activities, including budgeting, financial planning, financial reporting, and auditing
- Monitor the chapter's financial health and ensure that it maintains adequate resources to meet its obligations and achieve its goals.
- Review and present financial statements, reports, and budgets to the Board, providing analysis and recommendations as needed.

Budgeting and Planning

- Lead the annual budgeting process in collaboration with the Executive Director and finance staff, ensuring that the budget aligns with the chapter's strategic goals and priorities listed in the Strategy on A Page (SOAP).
- Provide guidance on long-term financial planning, including the development of financial forecasts and strategies for sustainability.
- Monitor actual financial performance against the budget and recommend corrective actions when necessary.

Financial Reporting

- Ensure that accurate and timely financial reports are prepared and presented to the Board and regulatory authorities as required.
- Ensure compliance with all financial reporting requirements, including tax filings and audits.
- Work with external auditors to ensure the completion of the annual audit and the implementation of any recommended improvements.

Internal Controls and Risk Management

- Oversee the development and implementation of internal controls to protect the chapter's assets and ensure financial integrity.
- Identify and assess financial risks and recommend strategies to mitigate those risks.
- Ensure that the chapter's financial practices comply with legal and regulatory requirements, as well as best practices in non-profit financial management.
- Coordinate fiduciary training to equip Board members with the knowledge and understanding necessary to fulfill their legal and ethical responsibilities.
- Ensure the chapter operates in compliance with laws and regulations while upholding the trust of members and the public.

Board Collaboration

- Serve as the primary financial liaison between the Board and the chapter's investment management firm, ensuring clear communication of financial issues and concerns.
- Collaborate with other Board members to ensure that financial considerations are integrated into all Board decisions and strategic planning.
- Provide financial training or orientation for new board members as needed.

Fundraising and Resource Development

- In collaboration with the Vice President of Sponsorships, support the chapter's fundraising efforts by providing financial insights and ensuring that fundraising activities are aligned with the chapter's financial goals.
- Assist in the development of financial strategies for securing grants, donations, and other funding sources.
- Ensure that funds are used in accordance with the sponsor's intent and that the chapter maintains good financial stewardship of its resources.