

## Chapter Leader Position Description: Treasurer

### Position Summary:

The treasurer manages the operational finances of the chapter and maintains the chapter's healthy financial position. They coordinate the budget and operational issues with other board members, as well as administrative services. They assure that chapter operations are in compliance with ATD's Chapter Operating Requirements (CARE).

The mission of the Treasurer is to conduct budget planning and assure control over the Chapter's finances.

### Time Commitment:

Term: One year

(Unlimited renewal with board approval)

Estimated Time Requirements per month: (10-15 hours / month)

- Attending monthly chapter meetings: 2-3 hours plus travel time
- Communicating with the administrative office about routine issues: 2-4 hours
- Conducting Internal Audit with the committee: 8 hours plus travel time (one-time annually)
- Optional: Attending board meetings: 2 hours plus travel time
- Record keeping and financial book upkeep: 2 hours

### Responsibilities:

#### Budgeting

- Creates an annual operating budget and makes it accessible to members

#### 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
- Oversee 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
- Ensures 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

#### Monthly Tasks/Duties

- Pay Bills
- Coordinate and maintain accurate and detailed records of revenue and expenses in QuickBooks in cooperation with the Chapter Administrator
- Coordinate necessary exchange of financial information with chapter administrator in order to maintain accurate records.

#### Annual Tasks/Duties

- Publish an annual budget that indicates projected revenues, expenses, and the value of donated services
- Present annual financial reports to the board
- Publish annual financial reports in the newsletter
- Coordinate external audit review at least every two years
- Maintain and update chapter insurance
- Present ideas to improve the management of chapter finances
- Work with the president in filing annual IRS tax filings

#### Investments

- Research and make recommendations to the board on how to grow funds in interest-bearing accounts.
- Monitor investment of chapter funds

#### Continuous improvement

- Oversee the short and long-term financial stability of the chapter
- Prepare special reports as requested by the board

#### Board Participation

- Reports all income and expenses to the board on a monthly basis including a profit and loss of the chapter and the monthly events, and a statement of the chapter's current financial status.
- Reports on financial status of the chapter each January at the membership meeting and 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
- Participates in the ATD International Conference and Exposition and ATD Chapter Leaders Conference (ALC)

#### Qualifications and Desirable Traits:

- Working knowledge of computer-based financial record keeping and reporting programs or has a willingness to learn.
- Ability to perform financial budgeting bookkeeping and record keeping or have a willingness to learn
- Knowledge of or be willing to learn QuickBooks
- Ability to work with details
- 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, and represent the chapter regionally and nationally
- National member of ATD and a member in good standing with the local chapter
- Desire: Experience in maintaining financial records for a business or professional association

Contact:

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