

**Position Title:****Chapter Treasurer****Purpose**

The Chapter Treasurer ensures the integrity of the fiscal affairs of the Chapter.

**Eligibility**

In addition to being a Professional member in good standing, and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

- Completed one term year as a Chapter Board member within the last three years.
- Completed one term year as a Chapter committee chair or member, within the last two years.
- Completed one term year as a National Standing Committee Chair or National Board member within the last two years.
- Has experience in bookkeeping, accounting or finance.

**Authority**

The Chapter Treasurer is given authority by the Chapter membership through election and as specified in the National AMTA Bylaws, Policy and Chapter Standing Rules.

**Accountability**

The Chapter Treasurer is accountable to the membership by virtue of election and to the Chapter Board and the membership through reporting activities.

The Chapter Treasurer agrees to uphold and abide by National AMTA Bylaws, Policy, Position Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if applicable), and Financial Policies & Procedures.

**Term of Office**

Treasurer is elected every odd year for a term of two (2) years or until a successor is elected.

**Relationships**

The Chapter Treasurer works most closely with Chapter Board members and appointees, and National AMTA staff. The Chapter Treasurer also communicates with Chapter members, the Chapter Relations Committee, Chapter Relation's and Finance staff, and/or other National volunteers, as appropriate.

**Responsibilities**

1. Serves as a voting member of the Chapter Board of Directors.
2. Has basic knowledge of QuickBooks or similar accounting program.
3. Attends all Chapter meetings and Chapter Board meetings, as scheduled.
4. Is a signatory on all Chapter accounts per AMTA Policy.
5. Acts in the place of the President in the absence or incapacity of the President, Vice Presidents and Secretary.
6. Accepts responsibilities delegated by the President.
7. May temporarily assume the responsibilities of vacant positions while working with the President, the Chapter Relations Committee and staff to fill the vacancy.
8. Shall not be the Chair of more than two (2) committees, sub-committees, special committees or workgroups.

9. In cooperation with the President, conducts the regular day-to-day financial business affairs of the Chapter.
10. Adopts and uses the Chapter Internal Controls detailed in AMTA Policy.
11. Completes and submits reports in compliance with AMTA Policy.
12. Manages and oversees the Chapter Budget.
  - a. In collaboration with Chapter Board members and/or Chapter Finance Committee, prepares the annual Chapter budget, for presentation to the Chapter Board and the Chapter membership for approval.
  - b. Ensures that Chapter records are maintained according to the Chapter record retention guidelines, and submits required reports to the National Office.
  - c. Ensures that expenses are budgeted and allowable.
  - d. Provides information to the Chapter Board regarding budgetary restrictions and alerts the Chapter Board when projects, programs, or units are in danger of going over budget.
  - e. Brings all unapproved and/or unbudgeted requests for funds and payment to the Chapter Board.
  - f. Proposes cost cutting measures and budget adjustments.
  - g. Reports line item financial status of the Chapter, actual vs. budgets, to the Chapter Board quarterly and to the Chapter members annually.
13. Manages Chapter finances and keeps accurate records of all income and expenses in QuickBooks.
14. Keeps the Chapter Board current regarding status of investments, when applicable.
15. Reimburses members, appointees, or other volunteers, in accordance with Chapter standing rules or Chapter policy, for budgeted or approved expenditures made on behalf of the Chapter.
16. Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
17. Updates Chapter Financial Policies and Procedures annually for Chapter Board of Directors approval, when applicable.
18. Maintains orderly financial records and an outline of the procedures used and furnishes the incoming Treasurer with those records.
19. Communicates with Chapter membership, through regular reports, the financial status of the Chapter, including income and expenses to date and account balances.
20. Identifies, recruits, cultivates, and mentors future Chapter leaders.
21. Makes recommendations to the President for committee appointments.
22. Directs and refers members to volunteer and staff contacts as appropriate.
23. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
24. Ensures Chapter financial operations are consistent with AMTA National Bylaws and Policy, and Chapter Standing Rules.
25. Fulfills fiduciary, due diligence, and other responsibilities as described in AMTA Bylaws and Policy.

### **Time Commitment**

The time commitment is approximately 5 hours per week. Time commitment may be considerably greater for short durations during preparation of budget, annual reports, etc.

### **Vacancy and Succession**

A vacancy in the Treasurer's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

#### **Removal from Office**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Position Description, Code of Ethics, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The Treasurer, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.