



Board Position:	Treasurer	Eligible to Vote:	
Chapter Name:		State:	
Term Start Date:		Term End Date:	
Reports to:			
Job Description			
<p>Objective: Develop and oversee chapter finances, budgeting, and decisions related to board revenue. Assume responsibility of all tax filing requirements as needed.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ✓ Create annual budget at each board year ✓ Work with the secretary to provide monthly budget statements and review projected spending ✓ Provide Treasurers report at each monthly board meeting ✓ Assist Education and Professional Development Chairs in creating revenue goals for the Chapter as defined by required activity of each position ✓ Report quarterly financial statement to board Officers <p>Expected Commitment:</p> <p>Monthly Deliverables (based on board's strategic plan)</p> <p>Chapter Board Meetings and Events</p> <p>Regional and National Meetings and Events</p>			
Chair:		President:	
Sign:		Sign:	
Date:		Date:	