**POSITION TITLE**: Treasurer

**POSITION OVERVIEW**: The office of Treasurer is an elected position, serving a term of three years. The Treasurer is responsible for the monitoring and recording of the financial status of the Chapter.

**ROLE AND RESPONSIBILITY**:

 Is a voting member on the Board of Directors.

* Actively updates membership and the Board of Directors on the financial status of the Chapter.
* Works closely with the Executive Director to maintain the financial stability of the Chapter by:
  + Monitoring the accurate receipt of Chapter dues from CMSA.
  + Preparing an annual budget for review by the Board of Directors.
  + Maintaining all financial records for auditing purposes.
  + Preparing statements of the Chapter's financial status for regular business meetings.
  + Ensuring payment of Chapter expenses in accordance with established Policies and Procedures.
    - Collaborates with Executive Director to assure that Accountant is provided with accurate financial record keeping in order to prepare and complete the Federal filing of income tax, State Annual Report and year-end payroll tax reports (W2's and 1099's).
    - Reviews and ensures payment of Federal payroll taxes, State unemployment taxes and assures compliance of State Workers' Compensation insurance.
* Ensures that all chapter banking accounts/financial records are current and contain the proper authorized signatures of Board of Directors members.
* Reviews on a periodic basis chapter investments/accounts to ensure that revenues are being invested in an appropriate way that best benefits the Chapter.
  + - Maintains the Articles of Incorporation for Profit and Non-profit Corporation in the District of Columbia and your state and the Annual Compiled Statement for CMSA.
    - Delivers to the successor all books, money, and other Chapter property in Treasurer's custody, in the absence of a successor, provides such properties to the President.
    - Acts as the Board of Directors liaison to a Committee as assigned by the Board of Directors.
    - Performs other duties as assigned by the President and Board of Directors.
    - If unable to perform the duties of the office, the Treasurer will resign or be terminated from the position in accordance with Article VII, Officers, Section 6, Removal, of the chapter bylaws.