



CMSA Chapter Treasurer Duties

The Treasurer is responsible for the integrity of the fiscal affairs of the Chapter. The Treasurer serves as a key resource to the Chapters in the development of fiscal policy.

Duties, Responsibilities and Authority:

- Serves as member of the Executive Committee.
- In conjunction with management staff, ensures that the Chapter maintains accurate financial records.
- In conjunction with management staff, reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
- Submits the financial accounts of the Chapter to an annual independent audit.
- Performs other duties assigned by the President or Board of Directors, which may include serving as chair or member of other committees.
- Attends all Chapter and Board meetings.
- Files all chapter taxes annually with assistance of CPA.
- Works with board to develop an operating budget for the operation's fiscal year
- Ensures compliance with Cogency Global (agent for statutory representation)