



## Volunteer Position Description

### Treasurer

The Treasurer serves a one-year term, but may be re-elected if agreeable. The Treasurer shall perform the duties ordinarily connected with the office, including receipt and deposit of all monies of the Association, in a checking account in the name of the association in a bank approved by the Executive Board, make all disbursements by check, and keep an itemized record of all receipts and disbursements. All disbursements may be made by the Treasurer, except those in excess of \$250.00, which shall have the approval of the President. The Treasurer shall render to the Executive Board a financial statement at each monthly Board meeting, and submit records for an annual audit at the direction of the Executive Board.

#### Responsible to:

The members of BV-SHRM  
The President of BV-SHRM  
The Executive Committee of BV-SHRM

### RESPONSIBILITIES

#### Financial Officer and Advisor

- The Treasurer, as an elected officer of the chapter, is a responsible member of the chapter's executive committee and must take part in the discussion and action on all business of the chapter.
  - Must be in a position to assess the financial implications of proposed actions by the executive committee and inform the committee prior to final decisions being made.
  - Must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Executive Committee for action.
  - Receives, holds, and safeguards in the capacity of trustee and financial agent, all funds for the chapter.
  - Disburses such funds only for normal and usual uses unless the Executive Board shall otherwise direct.

#### Accounting Records

- Records all transactions. The Treasurer should maintain a complete set of records. All funds received and disbursements must be recorded.
- Verifies bank statements after the President has reviewed them. After verifying them, the treasurer should balance the checkbook and reconcile any differences.
- Reports Monthly. Using the accounting records, the treasurer should be prepared to report the Chapter's financial condition at each meeting of the Chapter.
- Yearly Audit. The Treasurer should insist that an auditing committee be appointed and that the accounting records be audited at least once a year.

#### Bank Accounts

- Checking Accounts. All chapter expenditures should be paid by check. The Treasurer must maintain a checking account and must balance the checkbook and reconcile any differences on a monthly basis.

#### Receipt of Monies

- All funds received from meetings and advertising and any other from of donation or fund should be deposited in the chapter's bank account in a timely manner.

- All expenses incurred by the chapter should be paid in check form to insure proper documentation.
- The Treasurer should keep copies of all invoices and should mark them paid upon completion.
- Monies. In all instances monies received should be deposited in the chapter bank account. Amounts and purposes should be recorded for chapter records.

### **Budgeting**

- The Treasurer, with assistance from the President, should prepare and submit a budget to the Executive Committee for approval.
  - Income Sources: A chapter's income is derived from several sources. A fixed amount is allotted to the chapter from the dues paid by each member of the chapter. In other words, the chapter's success in maintaining or increasing its membership controls a part of its income.
  - **The budget should consist of two sections. Income and Expense:**
    - **Income**: Make a list of all possible income sources available to the organization. Some of these are:
      1. Dues
      2. Monthly meetings
      3. Advertising for the membership directory
      4. Seminars, workshops, etc.
    - **Expenses**: Make a list of all expected expense items. Some of these are as follows:
      1. Directory
      2. Miscellaneous postage
      3. Travel
      4. Monthly Meetings: room rental/equipment rental/speaker fees/speaker travel
      5. Costs of meals (restaurant charges)
      6. Workshops and Seminars
      7. Social activities such as cost of printing flyers, tickets, door prizes etc.
    - **Monthly recapitulation of Income & Expense compared to Budgeted income & Expense**: The Treasurer is the financial officer and advisor to the chapter. In this capacity, the Treasurer should keep a monthly tally of actual income expense as compared to the budgeted income and expense. Any abnormal deviation from budgeted items should be reported and brought to the attention of the executive committee for action.

### **ESTIMATION OF VOLUNTEER HOURS**

- 14.5 hours per month
  - 2.0 hours for monthly BV-SHRM luncheon.
  - 1.5 hour for monthly executive board meeting.
  - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
  - 10.0 hours processing paying bills, receipts and income and expense report
- 2 hours in April for audit
- ½ Day Executive Committee Planning Session in January annually.