



TREASURER Job Description

The Treasurer shall have all the powers and shall perform all the duties commonly incident to and vested in the office of treasurer of a corporation and other duties as the president may designate.

The treasurer shall serve as chair of the finance committee, which shall study, review and make recommendation to the board of directors concerning all financial matters such as the operating budget, borrowings, investments, financial statements and any expenditures or appropriations requested by other committees.

Specifically, the Treasurer shall:

- Monitor the PO Box in a timely manner in order to deposit checks received and pay invoices in a timely manner;
- Deposit all checks and cash received by the chapter in the chapter's deposit account(s) with assistance by the Chapter Administrator;
- Disburse funds for expenses incurred by the chapter and invoice any outstanding fees;
- Organize and maintain all financial records with assistance by the Chapter Administrator;
- Inform board of directors of the financial status of the chapter, including a written treasurer's report for the board of directors meetings. The report should indicate all receipts and expenditures of the chapter;
- Complete financial reports as needed for compliance with AFP Service Office and government entities;
- Develop a tentative budget, based on goals developed during board of directors retreat, for the review and approval of the board before the fiscal year begins;
- Assist committee chairs in the financial planning of chapter events. The treasurer shall be required to immediately inform the president and board of directors of any negative concerns regarding the financial appropriateness of chapter events;
- Maintain and distribute when necessary the chapter's tax-exempt form;
- Chair the Finance Review Committee;
- Assist and prepare all reports and records as requested by the finance review committee;
- Furnish the president with information needed from chapter records for the chapter accord;
- Attend all board meetings;
- Transfer, to successor, all records upon resignation of office;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.

