



AZ ASSE

Executive Board – Position Description

Treasurer

- 1) Service.
 - a) Term is for one year, July 1 to June 30.
 - b) Multiple terms are allowed.
 - c) Chair may establish committee.
 - d) Position is elected as outlined in the AZ ASSE Bylaws.
- 2) Purpose.
 - a) Manage chapter finances in a legal and responsible manner.
- 3) Goals.
 - a) Manage Resources.
 - i) Supervise the receipt and disbursement of funds.
 - ii) Establish and manage funds in an approved depository.
 - iii) Prepare chapter operating budget for the fiscal year (April 1 - March 31).
 - iv) Share opinions on the chapter financial position as an elected officer.
 - v) Present reports regarding current and long-term chapter finances to the Chapter Executive Committee.
 - vi) Attend meetings involving fees to be disbursed or collected by the chapter.

- vii) Witness the annual audit performed on the chapter financial records.
- b) Maintain and Update Records.
 - i) Obtain signature cards for incoming officers and return to the bank.
 - ii) Transfer financial records from outgoing Treasurer to incoming Treasurer.
 - iii) Maintain current year financial records.
 - iv) Archive and maintain chapter financial records for the past seven years.
 - v) Retain files of bank statements, canceled checks, invoices and vouchers.
 - vi) Keep and update a ledger of payments and receipts.
 - vii) Deposit chapter funds.
 - viii) Retain attendance records for chapter meetings.
 - ix) Ensure ASSE HQ has current bank account information.
- c) Issue Reports.
 - i) Issue monthly treasurer reports.
 - ii) Submit Chapter Dues Report Form by **March 1**.
 - iii) Prepare and submit an Annual Financial Report and IRS Form 990 EZ and/or 990 EZ to ASSE HQ by **May 31**.
 - iv) Submit Chapter Financial Report to ASSE HQ by **May 31**.