

## SMPS Chapter Treasurer Job Description

The treasurer shall either perform, or supervise and assure the performance by others, the following responsibilities and duties:

- Receive, hold and safeguard all funds for the chapter. Maintain registration records for meetings and collect all fees or oversee the chapter manager doing this.
- Pay all chapter bills in a timely manner upon receipt of proper documentation and approvals. All obligations should be paid by check.
- Maintain a complete set of accounting records that include all funds received and disbursements made along with any outstanding accounts receivable and unpaid obligations. Maintain the chapter's financial records in such form and detail as to permit preparation of financial management reports for the board and others and preparation of tax returns or information returns as required by law.
- Prepare regular and current financial reports for all chapter board meetings.
- Arrange for an annual audit of the chapter's books and records by an independent accounting firm or a chapter audit committee.
- Be the main contact for the chapter with the bank, reconcile the bank statement with books monthly and update bank signatory records with each change in the chapter's officers.
- Assume responsibility for the accurate and timely filing of federal and state tax returns and work with the chapter's accountant, if necessary, to prepare the necessary reports.
- Submit required annual chapter financial report to the national office by Sept. 30 each year.
- Prepare the chapter budget for the coming year in the method prescribed by the chapter board or the finance/budget committee.
- Provide for secure investment of surplus of reserve funds in bank CDs or other appropriate investment accounts, as directed by the board.
- Act as chairperson of the chapter's finance committee.
- Attend all chapter board meetings and member business meetings, assessing financial implications of proposed actions, and advise the board on these implications prior to any final decisions.
- Serve as the chapter's liaison with the national office on matters relating to chapter finances for the purpose of keeping up with SMPS affairs and the latest in chapter trends and requirements.
- Help the program chair with the registration table at the monthly meeting.
- Create and maintain invoices as needed.