

TREASURER

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

6.09 Treasurer. The Treasurer shall:

- (a) Be chief financial officer of the corporation;
- (b) Be responsible for monitoring the collection and disbursement of all funds;
- (c) Be responsible for the financial records of the corporation;
- (d) Be authorized to open and close accounts at all chapter financial institutions with the President and Recording Secretary;
- (e) Be authorized to sign checks with the President, President-Elect and Recording Secretary;
- (f) Be responsible for the filing of required tax forms;
- (g) Be a member of the Finance Committee;
- (h) Confirm that appropriate Chapter Hub updates have been made to the membership records by June 1 and throughout the year;
- (i) Submit to the national office within four and one-half (4½) months following the end of the fiscal year, the required documents, in compliance with **National Policies for Chapters**;
- (j) Present financial reports at meetings of the Board and membership;
- (k) Appoint, with Board approval, the Chair of the Finance Committee;
- (l) Appoint, with Board approval, the First and other Assistant Treasurers

8.03 Appointive Standing Committees.

(f) Finance Committee.

(1) Finance. This committee shall be composed of the Chair, Treasurer, First and other Assistant Treasurers, two (2) members appointed by the President, and other members as deemed necessary to be responsible for the overall financial planning of the chapter. Annual corporate (including auxiliaries) budgets (operating and capital expenditures) shall be approved by the Board and membership prior to the beginning of the fiscal year. Annual auxiliary budgets shall be approved by the auxiliary governing body and membership and presented to the chapter Finance Committee to be included in the annual corporate budgets. The annual budget shall be posted thirty (30) days prior to being presented to the Board for approval at its April meeting and to the membership for approval at its April meeting.

(2) Assistant Treasurers. The Treasurer shall appoint, with Board approval, the First Assistant Treasurer, and other Assistant Treasurers as deemed necessary to perform the duties of the Finance Committee

(a) First Assistant Treasurer. The First Assistant Treasurer shall assist the Treasurer and record the Thrift Shop finances; serve as a member of the Finance Committee, and the Thrift Shop Committee.

General Board Responsibilities

The Treasurer shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Appoint the Finance Committee Chair, First Assistant Treasurer and Assistant Treasurers subject to Board approval.
3. Serve as a member of the Finance Committee.
4. Maintain a Treasurer procedure book and/or electronic records file.
5. Prepare and submit a year-end Final Report to the President by the specified deadline. Place in the Treasurer procedure notebook and/or electronic records file and Master Data File.
6. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Chairman shall:

1. Make disbursements for the chapter and post the appropriate expense accounts.
2. Monitor expenses and notify committee chairmen or Board members of expenditures exceeding budget.
3. Ensure that all accounts are reconciled and prepare a monthly financial report to be presented to Board members and membership.
4. Ensure that all financial information in QuickBooks is regularly backed up.
5. Order and supply expense vouchers for members incurring chapter expenses.
6. Delegate to an Assistant Treasurer mail pick up from the P.O. Box and the chapter house mailbox.
7. Train the newly elected Treasurer following their election in April. Be available for consultation in June, July and August, and then as needed.
8. Arrange for the annual audit and submit requested records to the accounting firm in a timely manner following the May 31 closing for the chapter review/audit.

9. Be familiar with Bylaws, Standing Rules and Policies pertaining to financial matters and with all National policies and procedures.
10. Review and report the contents of the safety deposit box annually with the President.
11. Apply for license permits and renewals as needed.
12. Apply regularly for sales tax refunds.
13. Apply for chapter credit cards as needed.
14. Submit to the Board for approval a list of vendors that are paid via automatic bank withdrawal for routine expenses.
15. Write "in kind" donation thank you/tax letters to "in kind" donors who have not been thanked by a specific committee.

Technology: QuickBooks, Microsoft Office 365 (OneDrive, Word, Excel, Outlook).