



## Southeast Chapter

### Position Description: Treasurer

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**Document created:** October-2012

**Type of position:** elected

#### Overall Description

The treasurer is responsible for the chapter's finances. Responsibilities include:

- Keeping the chapter's financial records: maintaining ledger and check register
- Ensuring that at least one other member of the executive committee is a signatory on the AMWA-SE bank account
- Depositing payments (e.g., dues rebates from AMWA national, payments for job announcements on the AMWA-SE Web site, payments from attendees at chapter events)  
*Note.* AMWA-SE, like all chapters, receives a rebate for dues paid to AMWA (one for January–June and another for July–December).
- Paying expenses for chapter events (typically, food and gift certificate for the speaker)
- Paying miscellaneous expenses (e.g., stamps)  
*Note.* The treasurer pays usual and ordinary expenses without explicit approval from the executive committee.
- Sending AMWA headquarters an annual report of the chapter's finances and a proposed budget (by August 1)

#### Specific duties

##### Meetings

- Before each chapter meeting, create a list of reservations (the treasurer receives notification of each reservation).
- At each chapter meeting, collect payment and record on the list of reservations.
- Pay meeting expenses (usually by reimbursing the president-elect [gift certificate for speaker] and the meeting coordinator [food for those with reservations plus extras]). If either of those persons is not present at a meeting, the treasurer mails the reimbursement check.  
*Note.* Expenses typically include a meal for the speaker.
- Tally payments received against the reservations list, record expenses, and calculate net income or loss.
- Deposit income from meeting.
- E-mail a recap to the executive committee (number of reservations, number attended, income, and expenses).

### **Annual report to AMWA headquarters (due August 1 of each year)**

Prepare a financial report for the preceding fiscal year (July 1 through June 30) and a proposed budget for the coming year. (See template in the AMWA Manual of Procedures.)

### **Chapter report (spring and fall) for AMWA Board of Directors (BOD) meeting**

Typically, the president of AMWA-SE prepares these reports, and the treasurer provides an update (total, snapshot) of the chapter's financial status.

- For the fall report (usually due in early September), provide total of current assets (the ledger should reflect the current bank balance plus \$50 petty cash).

*Note.* The treasurer will have submitted the financial statement for the preceding fiscal year and the proposed budget by August 1 (those documents are considered confidential and are NOT included in the notebooks for the BOD meeting).

For the **fall report**, the treasurer should rely on the final entry in the chapter ledger (typically includes dues rebate from AMWA headquarters for January–June of the preceding year and if the chapter has hosted a regional conference [workshop] since the close of the fiscal year, the net income [or loss] from that event).

- For the **spring report**, provide total of current assets (bank balance plus \$50 petty cash).

*Note.* Again, the treasurer should rely on the final entry in the chapter ledger (typically includes dues rebate from AMWA headquarters for July–December).

### **Upon election of new treasurer**

- Accompany new treasurer to bank to change signatory on the account.
- Provide new treasurer with all pertinent documents: checks, check register, bank statements, pertinent e-files.