

Treasurer

Position Summary:

The chapter treasurer manages the operational finances of the chapter. He/She coordinates the budget and financial transactions with other board members, and vendors. He/She assures that chapter financial practices are in compliance with ASTD's Chapter Operating Requirements (CORE).

Time Commitment:

Term: Two years

Estimated Time Requirements per month:

- Attending board meetings: 1.5 hours plus travel time
- Conducting internal Audit with committee: 8 hours plus travel time (one-time annually)
- Attending Exec Committee meetings: 1.5 hours plus travel time (includes prep time)
- Record keeping and financial book upkeep: 30 minutes
- Collecting and processing payments from PO Box and PayPal: 30 minutes plus travel

Responsibilities:

Budgeting

- Assists President in creating an annual operating budget and makes it accessible to members

Conducts Audits

- Audits income/expenses and cash-flow on a monthly basis to ensure chapter's sound financial status
- Reports the results of financial audits to the board in a timely manner

Compliance

- Ensures compliance with financial-related CARE requirements
- Ensures chapter is in compliance with state and federal reporting requirements

Finance

- Oversees financials for the chapter
- Reconciles chapter bank accounts on a regular basis
- Oversees the accuracy of record-keeping and reporting
- Issues payment for invoices in a timely manner
- Maintains chapter tax-exempt non-profit status
- Maintains financial records electronically and in hard copy, as applicable

Board Participation

- Reports all income and expenses to the board on a regular basis
- Reports on financial status of chapter at the winter annual membership meeting and each month at board meetings
- Attends and participates in all monthly board meetings
- Provides support to other chapter committee chairs and officers for financial transactions, as applicable

- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities

Qualifications:

- Demonstrated experience in budget design, fiscal responsibility and accounting practices
- Good understanding of operations and finance
- Ability to work with administrative services
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
- National member of ASTD and a member in good standing with the local chapter

ATD Resources:

[Chapter Relations Manager](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Operating Requirements \(CORE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)