

Officer Responsibilities - Treasurer

1. Serve as a member of the Executive Council.
2. Serve as Chairman of the Chapter Finance Committee.
3. Maintain current record of expenses, including assets and liabilities.
4. Be responsible for completion of required Quarterly Financial Report and IRS Form 990 annually, (if required; see Chapter Ten), and for their submission to the President.
5. Assume responsibility, within limitations imposed by the constitution, for bank deposits, withdrawals, and prompt payment of all liabilities.
6. Maintain complete liaison with the President on all financial matters.
7. Assume responsibility for chapter compliance with all regulations, laws and statutes (federal, state and local) with respect to financial operations of the Chapter.
8. Assume responsibility for ensuring the Annual Financial Plan is completed for review by the Executive Committee and submitted to the State, Region and National Headquarters not later than December 31 each year.
9. Some chapters combine the roles of Treasurer and Secretary.

Officer Responsibilities - Committee Chairman

1. Serve as a member of the Executive Council.
2. Complete and submit reports as required to the President.
3. Serve as Program Chairman for any program sponsored by chapter in area of responsibility of the Committee.
4. Arrange and preside at special meetings of Committee deemed necessary for successful completion of any program in area of responsibility of Committee.
5. Maintain complete liaison with President and Executive Council on all programs in area of responsibility of Committee.

NOTE: Responsibilities of the Vice President for Leadership Development is detailed in Chapter 8 of this Guidebook. Refer to the Membership Resource Guides for the Vice President of Membership.