



Position Description ***Treasurer***

The Treasurer of the Chapter is an elected officer who serves a two-year term as the Chapter's official financial officer. Essential functions of the position include but are not limited to:

1. Executes the financial transactions of the Chapter.
2. Collects and deposits membership dues and other income in a commercial bank account at a local bank.
3. Maintains accurate records for such deposits and presents monthly reports of the Chapter's financial status.
4. Prepares financial reports and provides copies for auditing.
5. Prepares a year-end financial statement for submission to Association Headquarters with the Chapter's Annual Report.
6. Assists in the development of a reasonable budget for the Chapter and monitors expenditures throughout the year.
7. Pays all approved bills and keeps accurate records of disbursements.
8. Monitors, tracks and reports the Chapter's membership dues and payments.
9. Makes an annual payment to IPMA-HR National for all IPMA-KC Chapter non-national members.
10. Coordinates with the Secretary to ensure all non-members luncheon payments and job posting payments are received.
11. Scans, faxes, or emails copies of all renewal and new member applications to the Secretary.
12. Files a Fictitious Name Registration with the State of Missouri, Secretary of State's Office.
13. Prepare and send invoices and collect money for conference sponsorships.
14. Submits to the membership an annual financial report, accompanied by a copy of the Audit Committee's report.
15. Maintain a minimum balance of \$1,000 in the checking account, while the remaining balance shall be held in the savings account.