

Position Description: Treasurer- Brother Kappa

Description:

This resource provides an overview of the roles and responsibilities of a Treasurer. The Treasurer is responsible for managing the billing and collection of all dues, managing the payment of all invoices, and managing the budget. This description will provide a framework for all Treasurers to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the Treasurer.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

Treasurer- Brother Kappa

Position Description

1. The Treasurer serves as the financial manager for the Chapter; assumes responsibility for all aspects of chapter financial management.
2. Responsible for preparing monthly bills, collecting all monies due to the Chapter, issuing all receipts, and depositing all money received in the Chapter bank account.
 - a. Enforce a regular schedule of billing for Chapter dues.
 - b. Monitor accounts receivables and ensures proper collection procedures.
 - c. Collect all money owed to the Chapter, including from those members who have graduated or left the Chapter that are still in debt.
 - d. Inform the President and Vice President of any members who are delinquent in their accounts.
3. Responsible for payment of all accounts payable.
4. Prepare a balanced budget by the beginning of each school year to ensure the Chapter does not incur debt.
 - a. Update the Chapter's budget, allocating funds to each committee as needed.
 - b. Each member must have a copy of the annual budget before presented at the meeting.
 - c. The Chapter should try to operate within budget and achieve a reserve of 10% annually.
 - d. Make sure each officer is aware of the money that has been budgeted for him to work with.
 - e. Supervise budgets of all officers and chapter committees that are given a budget.
5. Provide monthly budget reports to the Chapter on dues collection and how the Chapter funds are being spent.
6. Work with the Associate Member Educator to ensure all associate members complete their membership agreements and have a clear understanding of not only associate member dues but what they will pay as an active members.
7. Prepare and file the Chapter's taxes to remain income tax exempt
 - a. Typically form 990 or 990-n should be completed by Tax Day each year
8. Serve as a member of the executive committee.

