



CHAPTER OFFICER POSITION DESCRIPTION

Treasurer

General Description:

The Chapter Treasurer is responsible for the financial records and operations of the chapter. They are responsible to both the elected directors and the general membership of the chapter on all fiscal matters.

Tasks and Duties:

- Attend regular meetings.
- Establish a budget for the chapter's year activity.
- Maintain chapter checking accounts and other funds.
- Record all chapter financial transactions.
- Pay all financial obligations of the chapter.
- Submit financial reports as requested to the Alumni Association.
- Submit year-end financial report to Blacksburg by July 1 of each year.
- Perform other duties within the chapter as needed.
- Attendance at all chapter events is highly recommended.

Time Commitment:

Dependent on chapter need; approximately 8 hours per month.

Qualifications:

Working knowledge of local chapter programs, bylaws, etc.; service of at least one term in another officer position (*recommended but not required*); good with numbers, comfortable doing accounting tasks, and balancing checkbooks.

Benefits:

Gain experience in building and working with committees; play a key role in shaping the chapter's future; opportunity to network on different levels throughout the community and university; improve meeting management skills; gain experience that can be used on the job.