



TREASURER RESPONSIBILITY

Being an officer in the SkillsUSA Organization is an honor that carries specific responsibilities.

SkillsUSA officers must be concerned about the organization's purposes and its successful and efficient functioning. They must prepare themselves for these responsibilities by:

- *Studying and practicing to become more skillful in their duties*
- *Developing a complete knowledge of SkillsUSA's constitutions and bylaws*
- *Approaching issues objectively to make decisions for the good of all members*
- *Carrying out duties thoroughly, on time and to the best of their abilities*
- *Working cooperatively to make their leadership strong and effective and to ensure the organizations success.*

Officers should remember they were selected to lead for one year. In accepting their offices, they assume the responsibility of doing everything they can to make this organization better and stronger.

Local Chapter Treasurer Responsibility

- Keeps the record of chapter funds
- Bills for annual dues (working with advisor)
- Sends out membership records (working with advisor)
- Pays all approved bills (working with advisor)
- Maintains accurate records of income and expenses
- Prepares financial statements
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties

District Treasurer Responsibility

- Keeps the record of chapter funds
- Bills for annual dues (working with State Director)
- Sends out membership records (working with State Director)
- Pays all approved bills (working with State Director)
- Maintains accurate records of income and expenses
- Prepares financial statements
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties

State Treasurer Responsibility

- Keeps the record of chapter funds
- Bills for annual dues (working with State Director & SkillsUSA Assistant)
- Sends out membership records (working with State Director & SkillsUSA Assistant)
- Pays all approved bills (working with State Director & SkillsUSA Assistant)
- Maintains accurate records of income and expenses
- Prepares financial statements
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties