

# WESTOP SoCal Chapter

## Role and Responsibilities 2016 - 2017

**Position:** Treasurer

**Purpose:** Serves as a liaison to the WESTOP Chief Financial Officer and the chapter. Maintains accurate and ethical records of all financial transactions of the Chapter.

**Key Responsibilities:**

1. Present the Chapter members with a complete financial report at each scheduled meeting.
2. Assist the President with preparing the annual chapter budget for submittal and approval by the WESTOP Board.
3. Provide training and assistance to Treasurer-elect as requested or needed.
4. Deliver the Financial State of the Chapter report at the last chapter meeting for the year as submitted to Chapter President for inclusion in Chapter End of the Year Report.
5. Ensure that all funds expended are in accordance with WESTOP Fiscal and Accounting Policies.
6. Ensure that all checks received are deposited within two weeks of receipt and are properly accounted for in fiscal records (Quickbooks, Cvent, etc.) and follow up as deemed necessary to collect on debts or returned checks.
7. Ensure that all reimbursements for expenditures are properly approved and comply with approved committee, activity, or officer budget on file.
8. Submit any necessary reports/information to WESTOP Chief Financial Officer to ensure that all taxes are filed in a timely manner, all non-profit requirements are met, and all fiscal requirements are properly executed
9. Maintain detailed records of all financial transactions, including archiving check reimbursement request with original receipts, invoices, or other evidence.
10. Participate in WESTOP and Chapter committees as needed.
11. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
12. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

**Elected by:** WESTOP SoCal Chapter members during the WESTOP conference.

**Term Length:** 2 year

**Time commitment:** 3 years total

1. Treasurer-Elect (1 year term), Treasurer (2 year term)

**Reports to:** President

**Budget:**