

# **WESTOP SoCal Chapter**

## **Role and Responsibilities 2016 - 2017**

**Position:** Treasurer-Elect

**Purpose:** To assist the treasure as needed, while preparing to take on the role of treasurer for the upcoming year.

**Key Responsibilities:**

1. Present financial reports to the chapter at chapter meetings in the absence of the treasurer.
2. Help treasurer maintain detailed records of all financial transactions
3. Help treasurer collect outstanding debts.
4. Help treasurer ensure all reports are posted on the chapter website
5. Participate in WESTOP and Chapter committees as needed.
6. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
7. 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:** 1 year

**Time commitment:**

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

**Reports to:** President

**Budget:** N/A