

## Greater San Jose Chapter Operating Guide

**Treasurer**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **Treasurer** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The Treasurer is responsible for oversight of the Finance Committee. All duties delegated by the Treasurer will be made with the approval of the Executive Committee.

Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of Treasurer as prescribed by Society on the ASSP website
* Attend Society Leadership Conference in October (if budgeted, this may be funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer.
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

***Monthly General Meeting***

* Controls the financial bag for the general monthly meetings
* Collect funds from all registered members and guests at the monthly meeting. Register and collect funds from those that register at the door.
* Maintain count of those who paid versus actual head count for billing purposes with venue
* Reconcile attendance and receipt of funds using the sign in sheets
* Return attendance sheets to the President-Elect, Program Chair, VP Membership
* Write check for venue/catering fee and deliver to the appropriate contact.
* Deposit funds from the monthly meeting receipts into the appropriate bank account and ensure all credit card transactions show up accordingly in the bank account register.

***Monthly Executive Committee Meeting***

* Attend the monthly Executive Committee meeting to address budgetary issues and report on the current financial status of the Chapter
* Publish, Monitor, and Maintain a budget to accurately reflect the Chapter’s operations, this may include ‘gifts in kind’ (e.g. mailing of certificates, raffle donation) or sponsorships.
* Update the Executive Committee on relevant financial issues or concerns

***General Duties***

* Publish, maintain, and monitor a budget in Excel to accurately reflect the Chapter’s operations, including transferring relevant data from banking transactions into a digital register and Excel spreadsheet for Society
* File annual financial and tax documents with Society before May 31st
* Receive and review bank statements from banking institute
* Maintain a list of approved account signatories
* Preserve all necessary financial documentation for the Chapter indefinitely. The documents should be preserved in the ASSP Google Drive in the Treasurer’s folder Documentation to include:
  + Banking Statements
  + Check Registers
  + Invoices
  + State and Federal Tax Filings
* Facilitate signature approval changes to the appropriate banking accounts for new officers as directed by the Executive Committee
* Pay dues/bills for the Chapter, including:
  + Venue/catering for Monthly General meeting
  + Reimbursement of expenses incurred by members that have been approved by the Executive Committee of the Chapter
  + Annual Bay Area Safety Symposium related expenses and fees, such as: Marketing Consultant, Advertising, Catering, Facility Rental, Speakers, Awards, Gifts (within the Symposium budget), as requested by the Professional Development Conference Chair, President, President-Elect, Program Chair
  + Scholarships and donations approved by the Executive Committee
* Support the financial audit, when required.

# Resources

* + Executive Committee
  + ASSP Greater San Jose Google Drive – Treasurer folder
  + Two bank accounts:
    - Checking
    - Savings
  + Financial bag
    - Checkbook
    - Square reader
    - Roll of stamps
    - Seed money/petty cash for monthly meetings

## **Continuous Improvement**

This document will be updated annually by the Treasurer and submitted to the Executive Committee at the annual transition meeting.