



# Officer Position Description

## CHAPTER TREASURER

Your **role**, it's like your major responsibility to always focus on:

HANDS ON MANAGEMENT AND REPORTING OF CHAPTER FINANCES WHILE ABIDING BY GWRRA FINANCIAL STANDARDS AND REQUIREMENTS.

Here is some of the **specific knowledge** you will need to do this job well. What you don't know, we will teach you:

- 🎯 Be familiar with and use the Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- 🎯 Be aware of GWRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- 🎯 Know you and your Chapter TEAM's reporting obligations and to whom
- 🎯 Know where to find assistance so you are certain to abide by the requirements set forth by GWRRA and IRS (Internal Revenue Service)
- 🎯 Know the MOU (Memorandum of Understanding) and abide by it

There are certain **activities** necessary to ensure the success of your Chapter. Some are monthly, others during the year. Here they are:

- 🎯 Have FUN! Enthusiasm is contagious!
- 🎯 Engage as an active TEAMMATE with your Chapter TEAM
- 🎯 Ensure the following happens:
  - Semi-annually meet with your District Treasurers for updates
  - Annual financial reports are completed in a timely manner for the Chapter
  - Annual IRS reporting is completed on time (USA requirement only)
  - Monthly balance the Chapter checkbook
  - Participate in all Chapter TEAM Meetings
- 🎯 Identify with your Directors assistance, your replacement and then coach and mentor
- 🎯 Keep records of finances and make available to all interested parties when requested
- 🎯 Make certain you are a signatory on the Chapter bank account
- 🎯 Participate in expenditures decisions

- 🍷 Write check and manage funds for expenses
- 🍷 Maintain receipts for all expenditures
- 🍷 Assist in establishment of prudent, reasonable and fair fiscal policies
- 🍷 Be a good steward of Chapter funds
- 🍷 Participate and attend your Chapter fundraiser and/or Education day
- 🍷 Attend District rally and/or Education Day and participate
- 🍷 Attend Region rallies and/or Education Day, as possible and participate
- 🍷 Attend Wing Ding and participate as possible
- 🍷 Lead by example and be a superb communicator who readily shares relevant information and ideas with the TEAM.
- 🍷 Write and submit articles periodically to publications
- 🍷 Proactively support GWRRA and its programs

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)