



Officer Position Description

DISTRICT TREASURER

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

HANDS ON MANAGEMENT AND REPORTING OF DISTRICT FINANCES WHILE ABIDING BY GWRRRA FINANCIAL STANDARDS AND REQUIREMENTS, COACH AND MENTOR CHAPTER TREASURERS TO DO THE SAME.

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 GWRRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- 🎯 Know you and your District TEAM's reporting obligations and to whom
- 🎯 How to mentor and coach your Chapter Treasurers to be certain they are abiding by the requirements set forth by GWRRRA 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 District. Some are monthly, others during the year. Here they are:

- 🎯 Have FUN! Enthusiasm is contagious!
- 🎯 Engage as an active TEAMMATE with your District TEAM
- 🎯 Ensure the following happens:
 - Be available to Chapter Treasurers to answer questions and provide guidance
 - Semi-annually meet with your Chapter Treasurers for updates
 - Annual financial reports are completed in a timely manner for the District
 - Annual IRS reporting is completed on time (USA requirement only)
 - Ensure that Chapter Treasurers are also complying with annual financial report and IRS preparation and completion
 - Monthly balance the District checkbook
 - Participate in all District TEAM Meetings

- 🏆 Identify, with your Directors assistance, your replacement then coach and mentor
- 🏆 Continuously assess strengths and needs of the Chapter Treasurers and coach them to improve compliance with GWRRA financial requirements
- 🏆 Keep records of finances and make available to all interested parties when requested
- 🏆 Make certain you are a signatory on the District 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 District funds
- 🏆 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.
- 🏆 Process and archive Officer Appointment paperwork
- 🏆 Install any Chapter Treasurer, or delegate to someone, with patches, pins and certificate
- 🏆 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)