

**WESTOP SoCal Chapter
OFFICER JOB DESCRIPTIONS
2008-2009**

POSITION **Treasurer**

OFFICER:

TERM: 2 Years

ASSIGNED OBJECTIVES

1. Maintain accurate and ethical records of all financial transactions of the Chapter.
2. Present the Chapter members with a complete financial report at each scheduled meeting.
3. Assist the President with preparing the annual chapter budget for submittal and approval by the WESTOP Board
4. Provide training and assistance to Treasurer-elect as requested or needed.
5. 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.
6. Ensure that all funds expended are in accordance with WESTOP Fiscal and Accounting Policies.
7. Ensure that all checks received are deposited within two weeks of receipt and are properly accounted for in fiscal records and follow up as deemed necessary to collect on debts or returned checks
8. Ensure that all reimbursements for expenditures are properly approved and comply with approved committee, activity, or officer budget on file
9. Consult with 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.
10. Maintain detailed records of all financial transactions, including archiving check reimbursement request with original receipts, invoices, or other evidence.
11. Attend all Chapter general meetings and Executive Committee meetings as requested
12. Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.