

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

POSITION **Treasurer-Elect**

OFFICER:

DESCRIPTION: The Treasurer Elect shall assist the Treasurer to maintain accurate and ethical records of all financial transactions on behalf of the So Cal Chapter. Preparing End of Year Reports for Tax filings, non-profit filings, and other essential actions serving the financial well being of the So Cal Chapter shall be completed within appropriate timelines.

TERM: 1 Year

ASSIGNED OBJECTIVES

1. Present the Chapter members with a complete financial report at each scheduled meeting in the absence of the Treasurer
2. Assist the Treasurer to 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
3. Assist the Treasurer to maintain detailed records of all financial transactions, including archiving check reimbursement request with original receipts, invoices, or other evidence
4. Assure that all Treasurer Reports are posted and archived in the SoCal Westop web site within 30 days following a chapter meeting.
5. Attend all Chapter general meetings and Executive Committee meetings as requested.
6. 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.