

Treasurer

Officer; 2-year Term

Duties and Responsibilities

- Attend monthly board meetings.
- Lead the Finance Committee consisting of the President, President-Elect, and Treasurer as Chair to prepare and recommend chapter Annual Budget, financial reports, and the annual Chapter audit.
- Provide regular updates to the board regarding the Chapter's projected vs. actual budget and Chapter's overall financial health.
- Provide financial report to National. (Due September 30)
- Manage chapter financial accounts.
- Accounts payable and accounts receivable for the Chapter.
 - Reconciling payments and invoices for ticketed events.
- Manage reimbursements for SMPS Board and Committee expenses.
- Assume responsibility for the accurate and timely filing of federal and state tax returns, and work with the chapter's accountant or the SMPS Headquarters' Office if necessary, to prepare the necessary reports, IRS Forms and Tax Return. (Due Jan 15)
- Check the Chapter P.O. Box twice each month.
- Manage addition and removal of bank account signers in August of each year, as necessary. Bank account signers consist of: Treasurer, President, President-Elect.
- Recruit and train successor during second year of term.
- Initiate biennial audit process and assist CPA with information, as necessary.
- Work with any hired accounting service administrators, as determined by Finance Committee.

Committee

Chairperson for Finance Committee; Member of Executive Committee