Common Duties:

- Serve as voting members of the Board.
- Acts as liaisons to the board for their respective committees.
- Prepare a report to the President a week before board meetings.
- Attend meetings of your respective committees.
- Secure suggestions from your committees to present to the board on their behalf.
- Perform other duties as requested by the President, Ex VP or the Board.
- Identify and mentor future chapter leaders.

The objective and goal of the Treasurer is to ensure that the financial obligation of the chapter is complete by receipt and deposit of all funds of the chapter and for the disbursement of funds for properly substantiated and approved expenditures.

Treasurer Duties

- Shall have custody of all of the funds of the chapter
- Shall keep a full and accurate account of receipts and expenditures.
- Shall, in accordance with the budget adopted by the chapter, make disbursements as authorized.

Treasurer Responsibilities

- Presents a monthly report at all Board & Membership meetings regarding the budget, dues & other chapter financial matters.
- If a meeting is not held, he/she shall submit the monthly report to the Board.
- Prepares an annual report, which shall be submitted along with the financial records to the Auditing Committee.
- The Audit Committee, when satisfied that the treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report.
- Submit reports as required by ARMA International.
- Submit reports as required by national, state, province, or local laws (ex. IRS 990 in the US).
Suggested Safeguards

1. Require two signatures on all checks.

2. Require supporting information from your treasurer to support all financial reports. Attach copies of supporting bank statements, etc., that validate the numbers reported.

3. Require more than one individual to regularly review bank statements.

4. Require more than one individual to have access to online bank and financial information.

5. Use extreme caution if your chapter has a credit or debit card. If you do have one, be sure that numbers 2, 3, and 4 above are in place.