

Sample Board Description

Position: Treasurer

Role Summary

The Treasurer serves as the chapter's financial steward, providing oversight, transparency, and sound judgment over chapter finances. The Treasurer does not perform day-to-day bookkeeping but ensures that financial activity aligns with the approved budget, chapter policies, Board decisions and ACC's financial & legal requirements. The Treasurer supports informed decision-making by clearly reporting financial status, trends, and risks to the Board of Directors.

Core Responsibilities

Governance & Oversight

- Serve as the Board's primary resource on chapter financial matters.
- Provide financial oversight consistent with the approved budget and chapter financial policies.
- Promote transparency, internal controls, and good financial governance.
- Attend all regular and special meetings of the Board of Directors and notify the President if unable to attend.

Monthly Financial Oversight

- Review monthly financial reports prepared by the chapter admin and/or accountant, including the Statement of Activity and Balance Sheet.
- Confirm that bank and credit card reconciliations are completed.
- Review and approve reimbursements and payments in accordance with approval thresholds.
- Identify unusual transactions, variances, or risks and raise questions promptly.

Budget Development & Monitoring

- Lead the development of the annual chapter budget in collaboration with the Board, committees, and chapter staff.
- Begin budget planning approximately 3–4 months prior to the start of the fiscal year.
- Monitor income and expenses against the approved budget throughout the year.
- Help committee leaders understand their **budget categories and approved allocations**.
- Recommend adjustments when material variances arise.

Board Reporting

- Provide concise financial updates at Board meetings, focusing on key trends, risks, and notable activity.
- Prepare and present quarterly and/or mid-year financial summaries for the Board.
- Support strategic decision-making by translating financial data into clear insights.

Compliance & Reporting

- Ensure the chapter follows ACC and chapter financial controls and policies, including approval processes and record retention.
- Support preparation of required tax filings and annual reports, typically prepared by the accountant.
- Ensure timely submission of chapter financial reports and the annual budget to ACC HQ, including the November reporting requirements.
- Oversee proper handling of contracts, reserves, and financial documentation.

Records & Transitions

- Ensure financial records, reports, and supporting documentation are maintained and stored appropriately (e.g., SharePoint).
- Retain financial records in accordance with required retention periods.
- Prepare a brief handoff memo and ensure an orderly transition to the incoming Treasurer at the end of the term.

Other Duties

- Perform additional duties as authorized by the President or Board of Directors that support the effective operation of the chapter.

Term of Office

The Treasurer shall serve a term of one (1) year and may be reappointed or re-elected for one additional consecutive term, for a maximum of two (2) consecutive years in the role, in accordance with chapter bylaws.

Qualifications

- Demonstrated leadership and sound judgment.
- Strong business and financial acumen.
- Ability to interpret financial information and communicate it clearly to non-financial audiences.
- Commitment to ethical conduct, transparency, and responsible stewardship of chapter resources.