NAHSE-DVC

DUTIES AND POWERS OF THE TREASURER

The Chapter Treasurer shall be a signatory on the Chapter's bank accounts. The Treasurer shall have custody of all funds and oversee the keeping of all financial records of the Chapter, subject to the control of the E-Board. S/he shall submit financial reports of the Chapter to the Association and provide these when requested by the President or the Advisory Board. The Treasurer serves as the liaison between the National Treasurer and the Chapter. In this position, the Treasurer shall ensure the financial success of the Chapter and assist the Association in meeting its goals and objectives. The Treasurer’s responsibilities shall include, but are not limited to the following:

* Prepare and provide an annual budget to the E-Board, the Advisory Board, the National Office and the National Treasurer
* Provide regular financial updates to the Chapter Membership and E-Board
* Prepare and send a monthly financial report to the National Office, with a copy to the Chapter President and President-Elect
* Maintain a record of all Chapter Members’ financial transactions
* Receive, record and report all chapter membership dues (including institutional memberships) from the National Office
* Forward all national dues to the National Office when collected at local chapter meetings or at other local events
* Attend Chapter Treasurers’ Training Session held at the Annual Conference
* Attend National Board of Directors meetings
* If applicable, chair local chapter’s Budget and Finance Committee
* All other duties as requested by the President