

Richmond Chapter ISCEBS

Board Position Overview

TREASURER

The Treasurer is responsible for the chapter finances.

Primary responsibilities:

- Collecting fees from educational sessions, sponsorships and dues.
- Provides receipts for payments
- Pays all chapter invoices and reimbursements
- Makes all chapter deposits
- Balances bank statements and presents a financial accounting at each monthly board meeting
- Maintains variance report
- Presents an annual financial account to the membership at the annual meeting
- Transfers monies received via PayPal to bank account
- Maintains information on savings, petty cash and CD accounts
- Files chapter tax documents with Society
- In conjunction with the board, establish the educational activities for the year.