



# Chapter Treasurer Duties and Responsibilities

## **Job Description**

- Receive at all chapter functions and deposit, in an account in the name of the chapter, all monies, securities, funds, and monetary credits of or on behalf of the chapter.
- Receive and safeguard all property and other physical assets owned by the chapter.
- Keep regular accounts of all receipts and disbursements in suitable books provided for that purpose. The records should be available for inspection by all officers and chapter members in good standing, and duly authorized representatives of ASIS International.
- Disburse chapter funds upon approval and direction of the Chapter executive committee.
- Report on the financial status of the chapter at chapter meetings as requested by the Chapter Chair..
- Ensure compliance with all Internal Revenue filing requirements as set forth in ASIS Policy Guide 4015. **(U.S. Chapter's Only)**
- Ensure that all required annual financial reports are filed with ASIS HQ using the online compliance reporting feature.

## **Tools Required**

- ASIS Chapter Financial Handbook
- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to computers and related equipment, especially accounting software (e.g. QuickBooks, MS Excel, etc.)
- Access to online resources and tools available through the ASIS Website.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



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## **Skill Sets Required**

- Honesty.
- Reliability – willingness to consistently attend all chapter functions.
- Organizational skills.
- Ability to understand and follow basic accounting principles.
- Computer skills and the use of standard accounting software and use of the internet.
- Self-starter and self-motivation traits.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.