



## **Job Description of the Chapter Treasurer**

**The treasurer ensures the integrity of the fiscal affairs of the chapter through maintenance of accurate financial records. The buck stops here! (On it's way to other places . . .) That's why it's up to the treasurer to document where it came from; how long it stayed; whether it earned any interest while it was with the chapter; and finally, when it left and where it went! Whew!**

The position of treasurer is perhaps one of the most important of the chapter officer posts. Although the treasurer's report at the chapter meeting might be one of the shortest, it does not reflect the time and effort that goes into determining those few crucial numbers. If the treasurer is not accurate in both the calculations and documentation, unnecessary fears can be generated or valid concerns not recognized. Beyond bookkeeper, the treasurer is also the financial advisor to the chapter. It is up to the treasurer to be aware of investment opportunities and more efficient accounting and reporting procedures. Finally, the treasurer is the guardian of the chapter's financial future. By keeping the pencil sharpened in the present and eyes on opportunities in the future, the treasurer can make sure that the chapter has the financial foundation it needs to serve the members assigned to it and the mission of AMTA.

The chapter treasurer is responsible for providing the following information to the chapter relation's administrator at the national office:

1. The chapter's annual budget is due immediately after it is approved and no later than March 1st.
2. The annual income statement, balance sheet and cash flow statement is due by July 31st of each year.

### **ELIGIBILITY**

As outlined in national bylaws, candidates must be professional member in good standing and sign the Chapter Volunteer Code of Conduct.

Candidate must meet any and all requirements outlined in the chapter standing rules.

Candidate must have attended 5 meetings and one educational event over the period of 2 consecutive years.

Candidate must be willing to be involved.

The Individual must have a strong working skill with the computer for email.

### **TERM OF OFFICE**

As outlined in the national bylaws, the treasurer will be elected every even-numbered year for a term of two years or until a successor is elected.

### **VACANCY & SUCCESSION**

This office shall be filled by chapter board election until the next regularly scheduled election.

As outlined in National policy, Bylaws and Chapter Standing Rules.

- (A) A vacancy in the office of president shall be filled by the next general officer in succession: 1st vice president, 2nd vice president, 3rd vice president, secretary, treasurer.
- (B) An officer may decline upward succession in order to continue in his or her current office. In that instance the vacancy may be filled by a chapter board election until the next regularly scheduled election.
- (C) The vacancy may remain vacant or may be temporarily filled by a majority vote of the chapter board at any regular or special meeting or by mail ballot.

In the event of a mail ballot to fill a vacancy, the acting chapter president shall nominate one or more candidates for election and shall solicit additional nominations from the members of the chapter board.

### **REMOVAL FROM OFFICE**

As outlined in national bylaws, the Treasurer shall automatically be disqualified to serve if:

A volunteer may be removed for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the AMTA Articles of Incorporation, Bylaws, Policy, Code of Conduct, Rules of Engagement, and position Job Description including preamble. The individual holding the office also holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA.
3. Keep AMTA membership dues and chapter fees current.

## **AUTHORITY**

The authority of the treasurer is conferred by the chapter membership through election and as specified in the National Bylaws.

## **ACCOUNTABILITY**

The treasurer is accountable to the membership by virtue of election and to the chapter board and the membership through reporting activities. Know when and what is required to National. When you are late with any reports to National, they take 5% of the funds as a penalty to the Chapter.

### **Important Dates for handing in required reports:**

- **October 31:** Chapters indicate their tentative decision re: using 3<sup>rd</sup> party accounting professional, or national, for quarterly /annual reports.
- **December 1:** Chapters inform Nation Office of final decision re: using 3<sup>rd</sup> party accounting professional, or national, for quarterly/annual reports.
- **January 31:** IRS Form 1099-Misc must be sent to any one who has received \$600 or more in payment for services.
- **February 28:** IRS Form 1096 must be sent to IRS for all who received a 1099.
- **March 1 through February 28:** AMTA Fiscal Year.
- **March 1:** Chapter Budget due in to National office by 5:00pm Central Time.
- **April 30:** Chapter year end reports are due: *See Examples at end.*
  1. The Income/Expense Statement
  2. The Balance Sheet
  3. Copies of Chapter Bank Statement and Investment accounts/ statements
  4. Reserves Report
  5. Chapter Certification letter
  6. Chapter Questionnaire (Make sure the President fills this out)
- **July 31:** 1st Quarter reports generated from/ due in National Office by 5:00pm central time.
  1. Balance Sheet
  2. Income Statement
  3. Cash flow Statement
- **20<sup>th</sup> of each Month:** Disbursement checks and disbursement reports for member dues are sent to the chapter.

## **TIME COMMITMENT**

The time commitment is approximately 5 hours per week. Time commitment may be considerably greater for short durations during preparation of budget, annual reports. etc.

## **RELATIONSHIPS**

Primary working relationships will be with the chapter board, members of any committees that report to the treasurer, Chapter Accountant, chapter members and the chapter relations staff at the national office.

## **IMPORTANT**

Respect the time of the scheduled meetings. Be early not on time. Your time is important, my time is important and the board time is important. We schedule our meetings a year in advance and the meeting start and end times are usually made then. When you are scheduled for an AMTA function respect the AMTA time. There is NO reason you can not make a scheduled meeting on time. There are only excuses and they don't respect everyone else's' time. In order to move the board business along in a reasonable pace we all need to be prepared and ready to get involved in active discussion about the topic on the agenda. Socialize and tell stories after the meeting or on meeting breaks, not during the meeting. It can prolong the meeting and side discussions are not helpful for anyone, during a meeting.

## **RESPONSIBILITIES FOR TREASURER**

1. Serve as a member of the chapter board of directors.

2. Act in place of the president in the absence or incapacity of the president, 1st vice president, 2nd vice president, 3rd vice president and secretary.
3. Be at all the meetings you will know the schedule a year or more ahead of time.
4. Be early for meeting and plan to stay later then the times given, so board business can be finished.
5. Be active in the discussions on the board agenda.
6. Be very attentive when at meetings. Getting in side bar discussions will distract you from hearing important information and possible cause the meeting to prolong. If you need to stop ask for a break or write it down for a later time to discuss it.
7. Accept responsibilities delegated by the president.
8. In cooperation with the president and the secretary:
  - a. Conduct the regular day-to-day business affairs of the chapter,
  - b. Have signature registered with the bank servicing the chapter and with any other financial institutions serving as a depository of funds.
9. Hold responsibility for chapter finances and keep an accurate record of all income and disbursements.
10. As treasurer when reimbursing yourself you must have President sign off on your reimbursements.
11. In collaboration with the chapter president and board members, prepare the annual chapter budget for presentation to the board and the membership for approval, for inclusion in the chapter's permanent record and for submission to the national office. This should show the line items for the last 3 years of the proposed budget and actual budget, side by side.
12. Present reports of savings, checking and investment account balances to the chapter board and general membership.
13. Provide information to the board regarding budgetary restrictions and alert the board when projects or programs are in danger of going over budget.
14. Keep the board current about any changes of investment potential or problems with investments, if applicable.
15. Propose cost cutting measures and budget increases based on knowledge of financial matters.
16. Reimburse members, in accordance with chapter standing rules or chapter policy for approved expenditures made on behalf of the chapter.
17. Work with Approved Chapter accountant to insure they have all the information needed to get the reports finished to hand into National by required deadlines.
18. Review chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.
19. Submit the chapter's financial records for an annual review by an independent auditor or an audit review committee appointed by the president in sufficient time for results to be presented at the chapter annual meeting.
20. Prepare an annual balance sheet and income/expense statement for the chapter for presentation to the board and the membership, inclusion in the chapter permanent record, and submission to the national office. This should show the line items for the last 3 years of the proposed budget and actual budget, side by side.
21. Identify, cultivate and recruit future chapter leaders.
22. Be able to answer questions from membership and if you cannot or are not sure refer to someone on the Board who will know and get back to membership with correct information.
23. Know or carry contacts of all Board and Committee Chairs, Name and Numbers.
24. Make recommendations to the president for committee appointments.
25. Direct and refer members to appropriate volunteer and staff contacts as needed.
26. Be available to receive direct feedback from members for input to the chapter board and to communicate, in an informed manner, information regarding actions of the chapter board.
27. Serve as \_\_\_\_\_Chair incoming treasurer with those records to ensure a smooth transition.
28. Maintain communication with chapter board and chapter membership through regular reports (including written reports to be included in the chapter's permanent record) of the financial status of the chapter.
29. Ensure chapter operations are consistent with the AMTA Strategic Plan.
30. Fulfill the fiduciary, due diligence and other responsibilities of chapter board members as described in the bylaws.
31. Maintain orderly financial records and an outline of the procedures required to fulfill the treasurer's responsibility and supply the incoming treasurer with those records to ensure a smooth transition.
32. Don't be afraid to ask for Help or information on anything you may not be sure about.
33. Have fun!!

**BENEFITS**

- All NJ Educational Events/ Meetings are Free with the exception of the Spring Retreat this is Half Price.
- National Convention- early registration, regular airfare, the hotel room and \$50.00 food expense a day are all paid by the chapter. You must hand in all receipts and reimbursement form within 90 days of event to get the money.
- All money spent for the chapter service will be reimbursed with receipt and reimbursement form within reason.
- Big expenses need board approval anything over \$200.

## **SAMPLE REPORTS**

**In order of sample**

1. The Income and Expense Statement
2. The Balance Sheet
3. Report on Reserves
4. Budget Worksheet
5. Treasurer's Report to the Chapter Board
6. Chapter Questionnaire (Make sure the President fills this out)
7. Sample Chart of Accounts
8. NJ 2004-2005 Income and Expense Statement (Budget)