

DUTIES OF TREASURER

- The Treasurer maintains records of all financial transactions and prepares financial reports for meetings of the Chapter's Board of Directors.
- Prior to the end of the Chapter's year, the Treasurer prepares a projected budget for the upcoming year, using input from officers and committee chairpersons.
- The Treasurer attends Chapter meetings and Board of Directors meetings. In addition, they will attend the Chapter Leadership Institute, at the Board's expense.
- The Treasurer shall receive and deposit all funds, including:
 - New member dues
 - Renewal dues
 - Chapter meeting fees
 - Fees for salary surveys
 - Business Partner sponsorship fees
- The Treasurer shall maintain the Chapter's checking accounts and pays all Chapter bills and expenses. The Treasurer also maintains receipts and reconciles the bank statements monthly.
- The Treasurer directs the bank to issue the bank statements to a current or past president, who opens, reviews, and then forwards the statements to the Treasurer.
- The Treasurer will encourage members to abide by ALA's Code of Professional Responsibility.
- The Treasurer shall keep state corporation records current and in good standing.
- The Treasurer shall work with the auditor chosen by the President to conduct an annual review of the Chapter's books.
- Treasurer shall file an annual tax return.