**AMERICAN SOCIETY OF SAFETY ENGINEERS – COLORADO CHAPTER**

**TREASURER DUTIES AND RESPONSIBILITIES**

Purpose: The Chapter Treasurer ensures the chapter’s financial ability to serve its members. The Chapter Treasurer manages chapter resources and funds, maintains and updates the chapter’s financial records, and provides leadership in financial responsibility and fund allocation.

* **Key Responsibilities:**

**●** Prepare and manage chapter operating budget for the fiscal year (April 1 - March 31)

● Present reports regarding current and long-term chapter finances to the chapter executive committee and chapter membership at each meeting

● Share opinions on the chapter financial position as an elected officer

● Supervise the receipt and disbursement of funds

● Establish and manage funds in an approved depository

● Attend executive board and chapter meetings

● Ensure that an annual or biennial audit performed on the chapter financial records

● Assume the duties of chapter secretary as necessary

* **Specific Duties:**

**●** Complete 3 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - Treasurer

● Recommended to complete additional 2 modules of Officer Training in Officer Central: Membership Training - Recruitment; Membership Training - Retention

● Obtain signature cards for incoming officers and return to the bank

● Transfer financial records from outgoing treasurer to incoming treasurer

● Maintain current year financial records

● Archive and maintain chapter financial records for the past seven years

● Retain files of bank statements, canceled checks, invoices, and vouchers

● Keep and update a ledger of payments and receipts

● Deposit chapter funds in appropriate accounts

● Submit the Annual Financial Report and Financial Checklist into COMT by May 31

● File taxes for revenue over $50,000 in a 3-year period (ASSE files taxes under $50,000) by August 15

● Ensure ASSE HQ has current bank account information and address for dues reports

● Issue monthly treasurer reports to the chapter executive board and the chapter membership

● Submit Chapter Dues Report to chapterservices@asse.org by March 1 if your chapter votes to increase chapter dues for the upcoming chapter year.

● Process and manage expense reports

● Bring cash box and financial supplies to each monthly membership meeting

● Assist with registration at each monthly membership meeting

● Ensure orderly transition and transfer of duties and records to succeeding Chapter Treasurer