

## **The Treasurer**

A good treasurer contributes much toward the efficiency of the chapter. He or she should be accurate, prompt, and resourceful. Suggested duties are:

- Serve as chairman of the finance committee.
- Help plan the chapter budget for the year.
- Explain the proposed budget to the officers and the members.  
Keep accurate financial records.
- Receive and pay out chapter funds.
- Make a report to the members from time to time on the financial status of the chapter.
- Collect all state and national dues, and be responsible for their disbursement to the National Center.
- Keep financial records neat and up-to-date.
- Devise, with the assistance of the membership and advisor, appropriate fund-raising activities.
- Encourage systematic savings—individual and chapter thrift.
- Assist in preparing an annual statement of estimated receipts and expenditures.
- Protect the financial reputation of the chapter by seeing that its obligations are met promptly.

During each local chapter meeting, the treasurer should provide a report of financial activities since the last meeting and report. Treasurer duties will vary from chapter to chapter depending on the school's regulations for financial accounting.