

Treasurer

The treasurer shall preside at meetings of the board of directors and the executive committee in the absence of the president and president-elect. The treasurer shall perform all other duties as assigned by the president or the board of directors.

Specific Responsibilities:

- Ensure the chapter is incorporated, according to FPA bylaws. Incorporation information may be obtained from the FPA.
- Assist in the completion and filing the chapter tax return with the IRS when required as well as other required forms.
- Work with the chapter's tax firm/CPA as needed throughout the year as necessary.
- Prepare an annual operating budget and ensure compliance, once approved by the board of directors.
- Support Directors with budget planning.
- Present up-to-date financial records at each board of directors meeting.
- Report periodically on relevant trends and applicable budget analysis to board members.
- Maintain proper accounting policies and procedures.
- Supervise receipt and disbursement of chapter funds.
- Maintain a system to ensure that all authorized invoices are paid timely.
- Secure dual authorization on all disbursements of checks or other payments
- Coordinate with the Executive Director as needed, whose duties in part include collecting funds and registration fees and properly safeguarding those funds.
- Review the monthly financial reports as prepared by the bookkeeper.