**Treasurer**
Term of office: July 1 to the following June 30.

Qualifications:

* Must have been an ASSE member in good standing for at least one year prior to election
* Can be a Professional Member, Member, International Member or Associate Member of ASSE

Manage Resources:

* Supervise the receipt and disbursement of funds
* Establish and manage funds in an approved depository
* Prepare chapter operating budget for the fiscal year (April 1 - March 31)
* Share opinions on the chapter financial position as an elected officer
* Present reports regarding current and long-term chapter finances to the Chapter Executive Committee
* Attend meetings involving fees to be disbursed or collected by the chapter
* Witness the annual audit performed on the chapter financial records

Maintain and Update Records:

* 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
* Prepare the Annual Financial Report and send to ASSE HQ by **May 31**
* Prepare IRS Form 990EX and/or 990 EZ, if necessary and send a copy to ASSE HQ by **May 31**
* Retain attendance records for chapter meetings
* Ensure ASSE HQ has current bank account information

Issue Reports:

* Issue monthly treasurer reports
* Submit Chapter Dues Report Form by **March 1**
* Prepare and submit an Annual Financial Report and IRS Form 990 EZ and/or 990 EZ to ASSE HQ by **May 31**

My signature below indicates that I’ve read and understand the job duties of the position to which I was elected to serve.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_