



## ***Duties of the Chapter Treasurer***

As your chapter's treasurer, you will be the primary custodian of the chapter financial account. This is a position not to be taken lightly as it is the most trusted officer position on the team. It is your responsibility to hold the chapter members accountable for membership dues and fundraising obligations, and to keep an accurate record of both. Because your chapter is part of a school organization you will not have to have direct custody of the financial account, but you will have to deliver deposits and request disbursements from the school official charged with maintaining this activity fund. You will maintain a receipt book or ledger so that you can accurately record all monies collected from members, and member credit can be verified. Today's training has been designed to help you better understand your primary function in this office, and the varied roles this position will require of you. This handout is intended to construct a basic framework for this office, and help you be successful. Your Chapter Advisor will also be a wealth of knowledge and advice for you to draw from as needed during your tenure in this office.

The following is a list of duties and responsibilities that are associated with, or assigned to a SkillsUSA Chapter Treasurer:

- Keeps all financial records of the chapter
- Collects chapter dues for deposit
- Collects all chapter fundraiser monies for deposit
- Pays all chapter bills
- Prepares all monthly account statements for meetings and members
- Prepares an annual budget
- Maintains an inventory of any chapter owned equipment and supplies
- Serves on all fundraising committees
- Coordinates fundraising drive for the chapter
- Remains fair and impartial during the chapter decision making process.
- Performs other duties as directed by the President

As the Chapter Treasurer it is imperative that you set the example for the officer team and members of the chapter. The most visible aspects of your role are those that are seen by the members in conducting a local meeting. For this reason it is very important that you follow these guidelines so that your officer team and the chapter membership are confident in your ability as the Chapter Treasurer.

### **1. Memorize your part for opening and closing a meeting.**

There is nothing that conveys your confidence to the membership more than knowing your ritual part of opening and closing a meeting. Your officer team expects this of you as well. Part of this training packet contains a copy of how to open and close a meeting for your future use. Every locally held meeting should be conducted using the proper procedure of opening and closing a meeting. This effort will train the membership on proper meeting protocol, and instill in them the professionalism and pride of belonging to an organization with a purpose and vision. There is never any substitute for "leading by example". I cannot overstate the importance of this aspect to

your position. You are an example to your team and the chapter membership.

## **2. Know how to conduct the business of a local meeting.**

Once the meeting has been opened in official ritual form, there are three chair officers that routinely have spoken parts; the President, the Secretary, and the Treasurer. Your part during the regular business of the meeting will be to deliver a current fund balance report to the membership. This will be an oral report to the membership, but can be accompanied with a member handout as well. You need to be very familiar with all aspects of conducting a meeting, as should the rest of your officer team.

## **3. Create a Treasurer Binder or Notebook**

As the Chapter Treasurer it will be necessary for you to maintain an accurate record of all Chapter receipts and disbursements. This can be accomplished using a simple ledger book that would reflect the following

- Dates for all entries
- Reasons for collected monies and the amounts
- Reasons for disbursed monies and the amounts
- An accurate fund balance at all times

## **4. Serve on all fundraiser committees.**

At various times throughout the year the Chapter President may designate certain member committees for particular tasks that the chapter need to accomplish. This is done in an effort to both spread the work among members of the chapter, and to get as many members involved in chapter activities as possible. Any time a fundraising committee is appointed you, as

the Treasurer of the chapter, will be a member of that committee. This is to ensure that the committee follows through with the proper planning and execution of their duties. Your role is to encourage and motivate the committee through their duties, and steer them through completion.