



**Board of Directors
Treasurer Job Description**

Position:	Treasurer	
Purpose:	Provide all financial management relating to the Chapter treasury.	
Term of Service:	Two years (April 1 – March 31).	
Status:	Executive Board	
Oversight by:	President	
Committees:	Chair Budget Committee	
Board Responsibilities:	<p>Submit a brief written activity report via e-mail to the President and Secretary three (3) business days prior to each monthly Board meeting.</p> <p>Submit any action items for Board discussion via e-mail to the President along with supporting materials, five (5) business days prior to each monthly Board meeting.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend the annual Board Retreat.</p> <p>Reach out to new members to help integrate them into the Chapter.</p> <p>Must attend at least one Business Partner event annually or 50% of board allowance is forfeited.</p>	
Educational Allowance:	<p>Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year.</p> <p>Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position.</p> <p>Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year.</p> <p>Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with scholarship, if won, unless specifically not allowed under the rules of the scholarship. Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>	
Records Retention:	<u>Item</u> Annual budget and year-end reconciliation Periodic financial records	<u>Retention Period</u> Forever 7 years

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	<p>Checks and deposits 2 years Tax returns 7 years</p>
Duties:	<p>Receives checks for deposit in Chapter’s bank account. Issues checks in payment of Chapter expenses. Files appropriate tax forms: annual federal income tax return, 1099’s, (Works with accountant on Federal tax return), quarterly estimated tax payment, quarterly B&O/excise tax, and quarterly City of Seattle tax. - Notifies appropriate governmental agencies of change of address. Prepares monthly Financial Reports for Board meetings. Makes arrangements for monthly bank statements to be reconciled by a third party. This is historically the previous Treasurer, but could be any qualified individual. Makes arrangements for annual review of the books by a third party. This is historically a previous Treasurer, (other than the individual reconciling the bank statements) but could be any qualified individual. Maintains copies of Treasurer’s Reports, bank statements, income tax and B&O tax returns, annual report to Secretary of State, and other pertinent forms as permanent Chapter records. Chairs Budget Committee, to consist of Treasurer, Immediate Past President, President, President-Elect and several other tenured Chapter members. Prepares annual budget with Budget Committee and input from Board for approval by the new Executive Board at the beginning of the fiscal year. New budget is distributed at the initial board meeting in April. Acts as Registered Agent for Chapter. Files Annual Report with Secretary of State, including notifying of change of Registered Agent. Renews and maintains Chapter’s master business license. Responds to requests for Chapter’s federal ID number. Updates bank signature cards (to reflect new Treasurer and President-Elect). Provides analysis and review of Chapter finances for special projects as needed by committees and Executive Board.</p>