

**Treasurer / Board Secretary  
Job Description**



<b>Purpose:</b>	In collaboration with the President, Budget Committee and Chapter Manager, provide oversight on the financial management and health of the Chapter treasury.
<b>Term of Service:</b>	Two years (April 1 – March 31).
<b>Status:</b>	Executive Board
<b>Board Responsibilities:</b>	<p>Submit monthly activity report and supporting materials for Board Meetings as requested.</p> <p>Work with President and Board to fulfill requirements for Presidents' Award of Excellence.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend the annual Board Retreat.</p> <p>Actively participate in New Member Mentoring Program.</p> <p>Actively Participate as a Business Partner "buddy".</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Recruit Committee members to participate on Budget Committee.</p> <p>Find your replacement!</p>
<b>Responsibilities of the Position and Committee(s) you oversee:</b>	<p>Work directly with Chapter Manager to review and maintain the budget for the chapter.</p> <p>Review and discuss monthly Financial Reports for Board meetings.</p> <p>Work with Chapter Manager to make arrangements for annual review of the books by a third party.</p> <p>Serve (in Title only) as Board Secretary.</p> <p>Prepare annual budget with Budget Committee. New budget should be finalized and completed no later than second Board Meeting (May)</p> <p>In collaboration with Chapter Manager, provide analysis and review of Chapter finances for special projects as needed by committees and Executive Board.</p>
<b>Service Benefit:</b>	<p>National, Regional, or Specialty Conferences: \$750.00 total annual allowance toward registration, transportation and lodging expenses only.</p> <p>Chapter Leadership Institute: Up to \$1500.00 total annual allowance toward registration, travel and lodging expenses only.</p> <p>Chapter-provided allowances not used in the current chapter year will be forfeited. If unable to attend a chapter-paid conference in the current board year, the Executive Board may determine an appropriate replacement attendee from the Extended Board and/or Committee Members.</p> <p>Reimbursement requests must be submitted to the Chapter President for review and approval within sixty (60) days of the end of the Chapter's fiscal year.</p>
<b>Committee Responsibilities:</b>	<p>Chair            Budget Committee</p> <p>Member        Law Firm Leaders Dinner and Nominating Committees</p>