

Job Description for NC DKG Treasurer

- I. Qualifications
 - A. Is an active member in the Society and supports its purposes and mission.
 - B. Has had leadership experience at the state and/or chapter levels.
 - C. Maintains and utilizes a working knowledge of the Society governing documents.
 - D. Demonstrates effective interpersonal, communication, and time management skills.
 - E. Utilizes professional composition and computer skills, and keeps abreast of technological advances.
 - F. Has had experiences in bookkeeping, balancing bank statements, compiling financial statements and reports, and has knowledge of investment strategies.
 - G. Has knowledge of accounting, spreadsheets, word documents, presentation/meeting, and other applicable software. (e.g. QuickBooks, Google Apps, Excel, Word, Zoom)
- II. Duties
 - A. Works directly with the NC DKG Executive Committee (state officers) for all business related matters.
 - B. Receives and pays out all monies belonging to the organization and acts as convention treasurer.
 - C. Maintains and deposits all funds belonging to the organization into FDIC insured accounts.
 - D. Establishes electronic banking with an established banking institution for reimbursements and payments.
 - E. Maintains digital systems for accurate record keeping including but not limited to receipts, expenditures, reimbursement forms, registration forms and electronic payment options.
 - F. Keeps a record of designated contributions to Headquarters.
 - G. Maintains receipts, bills, cancelled checks, bank statements, legal documents, contractual agreements, and any related correspondence either electronically or in paper form in accordance to Society mandates.
 - H. Organizes, maintains, and shares a distribution list of current contact information of chapter treasurers.
- III. Reporting
 - A. Monitors expenses with focus on the budget.
 - B. Prepares a quarterly financial statement of the Available Fund.
 - C. Prepares and presents a financial report during the state convention, Executive Board meetings, and other times as requested by the Executive Board.
 - D. Reviews investments annually (or as needed) with the President and the chairman of the Finance Committee and makes changes as deemed appropriate.
 - E. Assures that tax reports and reviews are completed annually by an accountant.
 - F. Submits an annual report to International at the end of each fiscal year.
- IV. Serving
 - A. Serves *ex officio* without vote on the Executive Board, the Finance Committee, Planning Committee, the Convention Planning Committee, and the Headquarters Committee.
 - B. Works in collaboration with the Headquarters Committee to maintain a functioning Headquarters (e.g. files, records, equipment, supplies, etc.).
 - C. Acts as a liaison between state and chapter officers, committee chairs, and regional directors providing continuity during each biennium and during leadership changes.
 - D. Works in collaboration with given planning teams to prepare for NC DKG meetings

- E. Prepares and presents workshop sessions for chapter treasurers as requested by the President and serves as an assistant to the president in all training events.
 - F. Creates and distributes digital template files for chapter treasurers for dues processing.
 - G. Assists chapter treasurers as needed and serves as a consultant/liaison to chapters.
- V. Responsibilities
- A. Monitors and reports to the President under-involved chapters (e.g. late reports, poor response rates, etc.).
 - B. Maintains bonding to the amount determined by the Executive Board.
 - C. Orders the pin to be presented to the President at her installation.
 - D. Attends NC DKG conventions and International conferences and conventions regularly, and an International Convention training session once in her tenure.
 - E. Files an Emergency Plan with the Personnel Committee to allow retrieval of the Society property in the event of her death or inability to perform her duties.
 - F. Secures all official paraphernalia, records, and items previously for sale in a safe and secure location.