



**Eta State**  
**Job Description: Treasurer**

- I. Qualifications
  - A. Is an active Society member in good standing.
  - B. Supports the purposes and mission of the Society and possesses knowledge of the Society at all levels.
  - C. Demonstrates effective interpersonal, communication, and time management skills.
  - D. Possesses previous experience in bookkeeping, balancing bank statements, and compiling financial statements and reports.
  - E. Has some knowledge of investment strategy.
  - F. Has knowledge of Accounting Software *i.e.*, QuickBooks, spreadsheets and word documents, excel or other applicable software in conjunction with a data base.
  - G. Has the willingness and available time to carry out prescribed duties.
  
- II. Duties and Responsibilities
  - A. Receives and pays out all monies belonging to the organization. Payment of expenses shall be by check upon receipt of the official expense form which has been signed by the President or an invoice submitted by appropriate businesses or Eta State members.
  - B. Serves *ex officio* without vote on the Executive Board, the Finance Committee, and the Headquarters Committee.
  - C. Monitors expenses in view of the budget and keeps the President and the Finance Committee informed of the cash-flow status.
  - D. Is bonded by an amount determined by the Executive Board.
  - E. Maintains an Available Fund, a Scholarship Fund, Headquarters Fund, Leadership Fund, Convention Fund, Founders Day, Reserve Fund and a Permanent Fund as separate bank accounts.
  - F. Deposits all monies in the name of Eta State and has current signature cards with both the Treasurer's and the President's or the Executive Secretary's signatures.
  - G. Keeps an accurate account of all receipts and expenditures.
  - H. Keeps a file of receipts, bills, canceled checks, and bank statements.
  - I. Files all required annual tax reports.
  - J. Submits the accounts of the organization for the annual review.
  - K. Prepares and presents a financial report during the state convention, Executive Board meetings, and other times as requested by the Executive Board.

- L. Prepares a quarterly financial statement of the Operational Fund, providing copies to the President, the chairman of the Finance Committee, and the Executive Secretary.
- M. Submits an annual report to International at the end of the fiscal year.
- N. Reviews investments annually in conjunction with the President and the chairman of the Finance Committee and makes changes as deemed necessary and appropriate.
- O. Receives and distributes membership cards for state honorary members.
- P. Receives initiate cards and fees for new chapter members, reinstatement cards for reinstated members, and relays the same to International headquarters in a timely manner.
- Q. Deposits funds in Certificates of Deposit or Money Market Funds that are insured by the Federal Deposit insurance Corporation.
- R. Prepares and presents workshop sessions for chapter treasurers as requested by the President.
- S. Attends the Eta State conventions, the Southeast regional conferences, and International conventions. Expenses will be paid up to the budgeted amount.
- R. Orders the pin to be presented to the President at her installation.
- S. Keeps a record of designated contributions to Headquarters and names of contributors. This record is to be maintained for possible display at the Headquarters building.
- T. 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.

Revised 8/27/2018