

Executive Board Treasurer

The Chapter Treasurer serves as an elected officer responsible for the operational and administrative control of all funds and material assets of the Chapter under the direction of the Chapter President. This individual is required to be familiar with basic accounting and management control standards as well as the CoreNet Global Bylaws and Chapter Operating Guidelines. The Treasurer should have a voice in all Chapter matters in order to express opinions on maintaining sound financial decision making and appropriate internal control processes.

Responsibilities

1. Act as the Chief Financial Officer of the Chapter and do so in accordance with the CoreNet Global financial guidelines set forth by CoreNet Global. Coordination with CoreNet Global's Treasurer and Chief Financial Officer is an integral part of the Chapter Chief Financial Officer's duties.
2. Receive, collect and authorize the disbursement of all funds due the Chapter, including accounts receivables, registration fees, accounts payable, etc., and pay all legal obligations of the Chapter.
3. Safeguard the Chapter funds by adequately maintaining proper financial controls.
4. Deposit funds of the Chapter in such banks as approved by the Executive Committee. Maintain adequate and sufficient accounting records and documentation of these and other Chapter transactions.
5. Provide and maintain periodic reports to the Chapter Board regarding the Chapter's current financial position as the members of the Chapter Board deem necessary in order to avoid financial misappropriations and cost over-runs. At a minimum of once per quarter, prepare periodic reports on long-range Chapter financial forecasts.
6. Maintain an open line of communication with CoreNet Global headquarters regarding the financial state of the Chapter.
7. Coordinate with the Chapter Sponsorship Officer to ensure timely payment of sponsorship funds.
8. Work cohesively with other the Chapter Officers as they create yearly budgets and summarize financial impact of annual committee business plans.
9. Pass all existing records on to successor at completion of term. Treasurer's records should be maintained for a minimum of ten years.
10. Obtain and maintain required banking services. Ensure that banking resolutions and signature cards are maintained and updated as required. Provide copies of all banking resolutions to CoreNet Global. Implement and maintain adequate internal controls to ensure the proper use and disposition of Chapter resources.
11. Provide CoreNet Global headquarters with a copy of the Income Statement/Balance Sheet in accordance with the format found in the Financial Section of this Leadership Guide on a quarterly basis. Financial statements must include copies of the last monthly bank statement corresponding to the end-of-month annual report.
12. Ensure all bad debts are recovered in a timely manner.

