



Twin Cities ARMA

Treasurer/Treasurer Assistant	Voting Member	Position Type:	Elected/Appointed
Monthly Time Commitment:	20 hours	Length of Term:	2 years

Job Description

JOB PURPOSE:

The Treasurer is the custodian and manager of all Chapter funds and securities. The Treasurer monitors and reports on the financial position of the Chapter.

(In years when there is an Assistant Treasurer, duties will be split between the Treasurer and Assistant as agreed upon by both individuals.)

JOB RESPONSIBILITIES:

- Collaborate with the Board of Directors on the creation of the annual budget.
- Proposed/Final Budget by position.
- Prepare monthly financial and variance reports.
- Prepare monthly meeting recaps.
- Transfer Chapter funds between bank savings and checking account for payment of invoices.
- Disburse funds to support financial obligations of the Chapter.
- Prepare tax filings (Form 990) and submit to ARMA International (July).
- Ensure all budget year transactions are complete; close budget year and balance bank account (July).
- Perform administrative duties:
- Process monthly deposit transactions with bank
- Process monthly payments (check/VISA)
- Collect Disbursement Authorization Vouchers (DAVs) and Deposit Forms
- Complete DAVs and Deposit Forms as needed
- Submit monthly financial report to Board of Directors prior to upcoming monthly meeting
- Ensure an audit and review of financial statements for accuracy and appropriateness is conducted every 2 years.
- Submit annual MN Non Profit Corporation renewal application to the Secretary of State's Office by the end of every calendar year.

General Board Responsibilities:

In addition to the specific roles and responsibilities listed above, each Board member is responsible for adhering to the Code of Professional Responsibility and maintaining the values of the Chapter and ARMA international. More specifically, each Board member is also expected to:



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- Attend all Board meetings, contributing to and voting on as many matters as possible. Attendance may be in person, video conference or call-in, if that is an available option.
- If unable to participate in the meeting, the President and/or Secretary will be notified and a report will be given prior to the meeting.
- Keep other Board members apprised of plans, activities and absences;
- Be a spokesperson and advocate for the Board;
- Actively promote the Chapter and professional RIM practices;
- Communicate courteously and constructively with other Board members and with members encountered in any circumstance;
- Create opportunities to encourage members to assume additional responsibilities, including assumption of a role on the Board.
- Manage their email inbox and respond to members and other stakeholders in a timely manner, as required;
- Recommend long and short-term goals to meet member needs in accordance with the Chapter's strategic plan;
- Prepare information for the Annual Report;
- Update procedure documentation for assigned role for Board member approval;
- At the end of each term of office, deliver all books, papers, records and other property of the changer for which he/she is or may become responsible to the Board Secretary and/or or to his/her successor in office

Effective:

June 12, 2018

Last Revised:

May 29, 2011