

POSITION DESCRIPTION: Chapter Treasurer

Skills: Organized, attention to detail, good communication. Ability to record chapter income and expenses; reconcile bank statements; track payments of application fees, dues and subscriptions; prepare periodic financial statements.

Frequently used software/systems/apps: Excel spreadsheets, DAR e-Membership, Venmo, PayPal, Square. Familiarity with TEAMS or Google Docs helpful but not required; guidelines and training will be available.

Subscription software needed: Dropbox

DAR Resources:

Guide for Chapter and State Treasurers, Document TG-3000

<https://www.dar.org/sites/default/files/members/darnet/forms/TG-3000.pdf>

“State and Chapter Finances” (Dues, Internal Audits, Financial Statements, Records Retention)

<https://www.dar.org/members/state-chapter-finances/state-chapter-finances>

DUTIES per Standing Rules:

The Treasurer shall:

- a. receive all funds of the chapter and deposit them in a bank or banks as may be designated by the chapter or the Executive Board;
- b. disburse funds as directed by the chapter or Executive Board, and pay only those bills authorized by the Regent;
- c. remit national dues of every active member to NSDAR and State dues of every active member to the State Treasurer by the due dates established by NSDAR/MNSSDAR;
- d. prepare the accounts for auditing, work with the audit committee and report the audit results at the April annual business meeting;
- e. propose a chapter budget for the upcoming calendar year at the December meeting, based on the interim financial report for October and with input from the finance committee and Executive Board;
- e. prepare a written report on the status of the chapter’s finances and transactions for each chapter meeting. The Chapter Regent and Recording Secretary should be given a copy of this report.

Most Frequent Contacts:

Primary Chapter Regent and Chapter Registrar

As needed State Treasurer

As requested Executive Board

Chapter Members and Prospective Members

Timing of Work: Routinely throughout the year. Busiest times are during dues collection (September-November) and preparation of year-end reports and chapter audit (February-March).