

## **NASW-Wyoming**

### **CHAPTER ELECTED POSITION DESCRIPTION**

*Position:* Treasurer, Board of Directors

*Term:* 2-year term

*Authority:* By-laws of NASW-Wyoming, Article IV

*Elected By:* Full membership of NASW-Wyoming

*Accountability:* To the Board of Directors and to the total membership of the NASW-Wyoming Chapter and NASW-National

*Qualifications:* Member of NASW

#### *Specific Duties:*

- Serve as voting member of the Board of Directors and Executive Committee
- With the finance committee monitor the development of Chapter fiscal policies and plans
- Shall be responsible for reviewing the receipt, deposit, disbursement, and withdrawal of all funds of the association
- Shall review and approve quarterly financial statements presented to the Board of Directors and Executive Committee
- Shall serve as Chair of the Finance Committee
- Shall make financial reports at each Board meeting
- Shall understand financial accounting for the association
- Shall assist the Executive Director in preparing the annual budget and presenting the budget to the board for approval
- Shall review the annual audit and answer board member's questions about the audit

#### *Time Requirement:*

- Attend board meetings
- Attend all Executive Committee meetings
- Attend the Chapter Conference and/or any major Chapter events
- Attend and Chair one to three Finance Committee meetings a year