

Treasurer

Principal Function

Oversees the handling of Chapter financial affairs, financial correspondence, budget creation, and strategic plan creation.

Duties Outlined in Constitution

1. Shall be responsible for the oversight of the funds of the organization,
2. Shall report the financial status of the organization at each Executive Board meeting and submit a written statement at the time.
3. Shall perform such other duties as are
 - a. required of the office of Treasurer
 - b. specifically authorized by the Executive Board.

Specific Activities

1. Arranges for any changes in signatures authorized for the Chapter's bank accounts.
2. Presents a statement of expenditures and account balances at Board meetings.
3. Presents a report including major receipts and expenditures at the annual membership business meeting.
4. Submits an accounting of Chapter finances at least once a year.
5. Ensures a summary of Chapter financial records are submitted annually to Chapter Archivist.
6. Approves payment for all Chapter finances at least once a year.
7. Chairs the Budget and Planning Committee which annually reviews the strategic plan and writes a budget.
8. Reviews quarterly financial statement from OCA.
9. Monitors financial activities to ensure budget compliance and informs the President and/or Board of any financial problems.

Membership Required: Not required to belong to ALA/ACRL

Length of Term: Two years