



## Alamo Chapter

### Volunteer Position Description

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#### Title: Treasurer

**Importance of Position:** Helps to ensure that the Chapter maintains a strong financial position and is fiscally responsible and accountable for its financial actions.

#### General Expectations:

- Current member of MOAA and of MOAA-AC
- Aware of MOAA-AC by-laws and Strategic Plan
- Write a monthly (or as required) article for *The Lariat*
- Computer access and reasonably computer literate
- Attend 50%-75% of Board, staff, and membership meetings
- Assist in preparation and submission of budget input as needed
- Support the planning process as needed

#### Position Qualifications:

- Service of at least one-term in another staff position
- Good with numbers and with appropriate financial software
- Comfortable doing budgeting, accounting and balancing checkbooks

**Responsible to:** Chapter President

#### Major Responsibilities:

- Oversees financial records and reconcile discrepancies
- Oversees bookkeeping duties of contractor
- Prepare annual budget with input and help from other officers and the executive team
- Reviews financial statements and reports prepared by the bookkeeper on financial status, monthly
- Monitor cash flow
- Prepare and file IRS and other government forms

**Training/Preparation:** Review records, materials, etc. pertaining to all aspects of Chapter finances prior to assuming position. Meet extensively with predecessor for a smooth transition of duties.

**Average Time Commitment:** Minimum of 5 hours per month.

**Length of Commitment:** Minimum two years.

**Measures of Success:**

- Checkbook is balanced
- Chapter leadership is made aware of financial status and prediction of future status
- Records are in order, all forms are filed, budget submitted, approved and met
- Chapter receives 5 Star Level of Excellence award each year
- Complete all action steps, as assigned, in the chapter Strategic Plan

**Date Prepared:** June 2007

**Dates Revised:** November 2018