

TREASURER

Reports to: The President, Executive Committee, and Finance Committee

Responsibilities:

- Responsible for all financial obligations and transactions of the chapter
- Serve as chairman of the finance committee
- Maintain the financial records of the chapter
- Responsible for preparing the annual budget
- Complete the monthly financial report (MFR)
- Arrange for a financial review of the chapter's financial records
- Serve as a member of the Executive Committee

Finance Committee:

The Finance Committee is your counsel on all financial matters. The committee should assist in preparing the annual budget and presenting fiscal policies to the chapter. Functions of the committee include determining all dues, fees, and other sources of income for the chapter, handling petitions, reviewing reports, discussing appropriations, and hearing requests for money for chapter purchases.

Key relations:

- President
- Assistant Treasurer(s)
- House Corporation Treasurer
- Financial Advisor

Important resources:

- www.delts.org
- Chapter Treasurer's Guide
- QuickBooks Online
- Division Conferences
- Parson Bishop Services, Inc.

Central Office contacts:

- Jack Kreman, Director of Chapter Services
- Alan Selking, Director of Business Affairs
- Candice McQuitty, Accounts Receivable Accountant
- Chapter Leadership Consultant