

Board of Director Functions ASTD/Rock Valley Chapter

TREASURER

PURPOSE: To Collect, Organize and Distribute Chapter Financial Information

REPORTS TO: Chapter President

INTERACTS WITH: President, Membership, and Programs

TERM: One Year - August 1 to August 1

SUPERVISES: Support managers and committee chairs as required by the position

RESPONSIBILITIES:

1. Required attendance at meetings.
2. Collect, format and distribute Chapter and member information.
3. Collect meeting fees.
4. Collect membership fees.
5. Collect and deposit renewal fees
6. Organize and distribute financial reports to Board.

QUALIFICATIONS:

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Familiarity with spreadsheet or financial applications with and access to a computer that can run those applications.
3. Ability to positively represent the Chapter to prospective and present members.
4. Access to an email account that can be used for Chapter discussions and distribution of updates.