

Volunteer Chapter Role Description

Treasurer

Role Description

Volunteer responsible for the planning, review and approval of revenue and expenses, and for maintaining and presenting all financial records required for chapter operations in accordance with the bylaws.

Roles and Responsibilities

In order of importance

- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from the Society, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives.
- Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures, as required.
- Provide financial reporting regarding chapter-activity finances to the chapter membership, chapter board and executive-level volunteer leaders on a monthly basis (board meeting).
- Develop and maintain annual operating budget.
- Ensure that the chapter has reviewed and reported required tax filings, including IRS Form 990.
- Report on the state of finances at board and chapter meetings.
- Establish and maintain financial operations processes to ensure continuity of chapter operations and to define, document and maintain chapter policies.
- Contribute to the chapter's financial planning/goal setting, investing, forecasting and budgeting
- Assist in preparing annual financial statements and reports.
- Recommend improvements in financial processes of the board.
- Handle all government-required payments.
- Provide timely information to independent auditors, as required.
- Distribute/communicate financial section of the annual report to chapter membership.
- Ensure maintenance and storage of all historic financial documents.
- Serve as the liaison with the Society on financial matters.

- Attend all board of directors meetings.
- Keep an up-to-date inventory of all the goods of the chapter.
- Establish financial metrics; ensure chapter is maintaining requirements.
- Analyze cost impact and income benefit of all activities proposed by the board.
- Prepare financial guidelines and procedures for the chapter along with board.
- Review chapter contracts, agreements and insurance.
- Develop and implement a succession and transition plan.
- Lead the fund-raising effort and coordinate with other officers/volunteers to meet goals.
- Attend and support the CPCU Society Annual Meeting and Leadership Summit.

Role-Specific Skills

In order of importance

- Financial and budget planning
- Knowledge of CPCU Society bylaws and mission and of the insurance industry
- Knowledge of records retention requirements
- Accounting software/tools (for example, QuickBooks, Excel)
- Knowledge of generally accepted accounting principles (GAAP)
- Legal awareness

Leadership Skills

In order of importance

- Adaptability/flexibility
- Time management
- Conflict resolution
- Negotiation