

Treasurer
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



GENERAL DESCRIPTION

The Treasurer has the responsibility to oversee the financial management of the Chapter. Included in the activities of the Treasurer is maintenance of appropriate revenue and expenditure controls, budgeting and financial reporting. The Treasurer also prepares registration sheets and presides over registration table at every meeting.

DUTIES AND RESPONSIBILITIES

GENERAL

1. Maintain records, checklists and other resource information to provide for effective functioning of Treasurer's position.
2. Regularly report the status of the fiscal goals and objectives activities at Board meetings.
3. Assist in transition of new Treasurer, as necessary.
4. Provide to the President a one-half to one page summary yearly of Treasurer activities, highlights and achievement of goals and objectives, by May 30th for Annual Report.
5. Provide information related to the financial performance of the Chapter to the newsletter.
6. Attend 75% of all Board meetings and Chapter educational events.
7. Perform special projects as requested.
8. Assist in carrying out Board and Officer responsibilities to facilitate and promote effective Chapter operations.

SPECIFIC

1. Prepares registration sheets and name tags for Chapter education meetings.
2. Maintain Chapter financial records in compliance with all relevant requirements.
3. Produce financial statements quarterly, at a minimum and as required for Davis Chapter Management System (DCMS) compliance.
4. Prepare all checks for payment of invoices.
5. Collects payment for Chapter education sessions.
6. Maintain all required documentation of Chapter financial transactions.
7. Prepare Chapter budget in advance of Chapter year to meet Chapter Planning and DCMS requirements.
8. Complete monthly bank reconciliations
9. Maintain investments of Chapter funds in manner that optimizes investment income consistent with risk as designated by Board.
10. Update Chapter financial written procedures yearly.
11. Perform special projects as requested.
12. Provide assistance to Audit Chairman as necessary to meet audit requirements.
13. Responsible for set up and maintenance of registration table at each Chapter education meeting.
14. Responsible for update of sponsor(s) board as with names provided by Sponsorship Committee Chair.
15. Develops financial compliance policies as needed and presents to Board for approval.
16. Provides member/non-member attendance information to Secretary for proper DCMS submissions.
17. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM

Two Year, elected