



RUM RIVER CHAPTER AACN Job Description

Title: Treasurer

Two year position—ELECTED OFFICE

Responsibilities:

- 1. Serve as mentor to Treasurer-Elect**
- 2. Supervise and maintain all funds and securities of the Chapter, maintain records according to the rules and regulations of the National Office.**
- 3. Receive and record all funds for the Chapter, depositing same promptly in designated bank accounts.**
- 4. Disburse Chapter funds in response to authorized vouchers and bills and in accordance with policies set by the Board of Directors.**
- 5. Record all transactions according to bookkeeping procedures of AACN. Retain and file all receipts and vouchers to cross reference with books.**
- 6. Prepare quarterly reports and submit copies to the National AACN Office.**
- 7. Prepare monthly report of the Chapter financial activity and present to the regular Board of Directors meetings and chapter meetings.**
- 8. Prepare reconciliation of each bank account on a monthly basis.**
- 9. Prepare a six-month and annual review of the budget including projected expenses/revenue and actual expenses/revenues.**
- 10. Assist the President-Elect, President, Past President and Treasurer-Elect in preparing a proposed budget for the next fiscal year.**
- 11. Co-ordinate audit for National Office each year before July 31st.**
- 12. Pay Chapter Charter dues to AACN.**
- 13. Co-facilitate pay pal account with Webmaster.**
- 14. Review pay pal account transaction records quarterly (September, December, March, and May) and after each profit-generating educational activity.**
 - a. Transaction records will be generated by Webmaster.**
- 15. Accountable for chapter laptop computer**
- 16. Attend all Board Meetings**

Revision/Review Dates: 8/07; 5/09; 8/10;7/11
Board Approved: 8/2010