

Job Description – Chapter Treasurer

Reporting to: Chapter Chairperson

Working with: All

Term: January – December

Job Function:

The incumbent is to maintain the financial records and accounts of the chapter in an accurate and transparent manner. The incumbent should possess past ASIS volunteer experience at the chapter level, ideally as Assistant Treasurer.

Key Responsibilities:

- Receive at all chapter functions and deposit, in an account in the name of the chapter, all monies, securities, funds and monetary credits of or on behalf of the chapter
- Receive and safeguard all property and other physical assets (other than reference books) owned by the chapter, including but not limited to a laptop and LCD projector
- Keep regular accounts of all receipts and disbursements in suitable books provided for the purpose. The records should be available for inspection by all officers and chapter members in good standing, and duly authorized representatives of the Society
- Disburse chapter funds upon approval and direction of the Chapter Executive Committee
- Report on the financial status information in a timely manner to the Chapter Secretary for inclusion in the monthly Chapter Activity Report
- Adhere to requirements set forth in ASIS Policy Guide 4015
- Maintain responsibility over the Assistant Treasurer to ensure smooth succession and transition
- Receive funds on behalf of ASIS Canada contributors for deposit in a separate account for later disbursement at the direction of the Chapter Chairperson and/or Region L Vice President
- Maintain familiarity with the following ASIS tools:
 - ASIS Policy & Procedure Guide
 - ASIS President's Vision & Mission Statement
 - ASIS Functional Area publications
 - Society, Region and Chapter reference manuals and materials
- Maintain good general knowledge of chapter operations and Society bylaws, policies and procedures

Created: December 2007

Revised: December 2012