



# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

## Treasurer

**Purpose:** The chapter treasurer ensures the chapter's financial ability to serve its members. This volunteer leader manages chapter resources and funds, maintains and updates the chapter's financial records, and provides leadership in financial responsibility and fund allocation.

### Key Responsibilities:

- Prepare and manage chapter operating budget for the fiscal year (April 1 - March 31)
- Present reports regarding current and long-term chapter finances to the chapter Executive Committee and chapter membership
- Share opinions on the chapter financial position as an elected officer
- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved depository
- Attend Executive Committee and chapter meetings
- Ensure that an annual or biennial audit is performed on the chapter financial records
- Assume the duties of chapter secretary as necessary

### Support:

- Online training from ASSP is required before taking office
- ASSP Community Leader Resources on website, Financial Management page
- Transition meeting with outgoing chapter treasurer
- Additional support available from chapter president and [ASSP Chapter Services](#)

### Benefits:

- Opportunity to develop transferrable leadership and financial recordkeeping skills
- Opportunity to attend ASSP Leadership Conference for training and networking
- Earn professional certification maintenance points

### Time Commitment:

- Term of office: Minimum 1 year, July 1 - June 30
- Average hours per month: 9 hours (subject to change if the chapter hosts a professional development conference)

### Qualifications:

- Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the regional vice president
- Have or be willing to develop knowledge of sound budgeting principles and processes and basic spreadsheet functions for financial reporting
- Have or be willing to develop a solid working knowledge of the chapter financial and general operating guidelines
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Able to work effectively in a team setting and communicate with diverse audiences

- Employer support is helpful

#### **Specific Duties:**

- Complete officer training in Community Leader Resources:
  1. Chapter operations
  2. Society overview
  3. Treasurer
- Recommend completion of additional officer training modules:
  1. Membership recruitment
  2. Membership retention
  3. Succession Planning
  4. Financial Report Guidance Video
- Obtain signature cards for incoming officers and return to the bank
- Transfer financial records from outgoing treasurer to incoming treasurer
- Maintain current year financial records
- Archive and maintain chapter financial records for the past 7 years
- Retain files of bank statements, canceled checks, invoices, and vouchers
- Keep and update a ledger of payments and receipts
- Deposit chapter funds
- Submit the annual financial report into COMT by **May 31**
- File taxes and provide receipt for revenue exceeding \$50,000 in a 3-year period (ASSP files taxes under \$50,000) by **August 15**
- Ensure ASSP headquarters office has current bank account information and address for dues reports
- Issue monthly treasurer reports
- Submit chapter dues report to [ASSP Chapter Services](#) by **March 1** if your chapter votes to increase its dues for the upcoming chapter year.
- Ensure orderly transition and transfer of duties and records to succeeding chapter treasurer
- [additional chapter-specific duties]