



## MOAA Ark-La-Tex Chapter Board Position Description

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**Title:** Treasurer

**Importance of Position:** Helps to ensure that the Chapter maintains a strong financial position and is fiscally responsible and accountable for its financial actions.

### **General Expectations:**

- Current member of MOAA and Ark-La-Tex Chapter.
- Aware of Chapter by-laws.
- Computer access and reasonably computer literate.
- Attend 85%-100% of Board meetings.
- Prepare and submit budget input as needed.

### **Position Qualifications:**

- Service of at least one-term in another staff position.
- Good with numbers and with appropriate financial software.
- Comfortable doing budgeting, accounting and balancing checkbooks.

**Responsible to:** Chapter President & Board

### **Major Responsibilities:**

- Maintain financial records and reconcile discrepancies.
- Provide copy of all financial material to Chapter Historian.
- Prepare annual budget with input and help from other officers and the executive team.
- Prepare financial statements and report on financial status, monthly.
- Monitor cash flow.
- Prepare and file IRS and other government forms.

**Training/Preparation:** Review records, materials, etc. pertaining to all aspects of Chapter finances prior to assuming position. Meet with predecessor for a smooth transition of duties.

**Average Time Commitment:** Minimum of sixteen hours per month.

**Length of Commitment:** As specified in the Chapter By-Laws.

### **Measures of Success:**

- Checkbook is balanced.
- There is more income than expenses every year.

- Records are in order, all forms are filed, budget submitted, approved and met.

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**Date Prepared:** 15 February 2011

**Date Revised:**

