**Chapter Treasurer**

The role of a treasurer is without a doubt one of the most important in the chapter. It is critical that the chapter treasurer be conscientious and have good systems in place; otherwise the chapter is at serious risk. A well fit treasurer is a balance of administrator, record keeper and financial visionary. A potential candidate should be detail oriented, organized, trustworthy and have the ability to communicate well, listen and seek input from others.

This document is a template or a starting point, to communicate the role of a general board member to effectively recruit and welcome new leaders to help your board thrive. Customizing this position description to meet your board’s goals and objectives will help ensure that everyone is aware of policies, responsibilities and expectations which bolsters recruitment efforts, maximizes the new leader experience and increases the team’s success.

**Position Specific Recruitment**

Position success is directly related to finding the right person for the opportunity. The recruitment process is an integral part of that success. Forethought and on-going leadership succession are important facets of a successful recruitment strategy.

Recruiting the right talent at the right place and at the right time, takes time and effort but more importantly, it takes planning. Ideally your board has a [leadership succession plan](https://vimeo.com/272450657) and is building potential leaders as an on-going practice. Recruitment efforts can be facilitated through a committee or an identified individual. Regardless of structure, it is important to be aware of potential leaders to identify planned involvement opportunities.

In order to generate a pool of qualified people, one must know what they are ideally seeking in a candidate. Reviewing the [TU Leadership Manual (Chapter 4)](https://www.tu.org/sites/default/files/TU_Leadership_Manual_June_2017.pdf) is a great place to start to better understand the facets that make a good candidate.

When looking to fill this position, you might consider the following characteristics:

* Commitment and interest
* Trustworthy
* Organized with an eye for detail to be prompt, manage timelines, etc.
* Financial acumen and familiarity of board procedures
* Support of the TU conservation mission

**Welcoming New Leaders**

Welcoming a new leader is another critical piece that will increase the success rate of your new board member. Introducing the new leader, showing appreciation for their service and communicating position expectations goes a long way in setting the person up for success. Some tactics to consider:

* *Welcome Packet:* Put together a packet of important resources to show organization, effectiveness and that you are vested in their success. Consider including: position description, [TU Leadership Manual](https://www.tu.org/sites/default/files/TU_Leadership_Manual_June_2017.pdf), board contact information, strategic plan, annual report and other items that might be of interest to them
* *Check-In:* Schedule meetings with the new leader to allow you both to ask questions and/or better understand any concerns. These meetings can be on the phone or in person
* *Mentorship:* Connect new leaders with experienced board members to ask questions and share feedback

**Chapter Treasurer**

The board treasurer performs a variety of tasks aimed at managing the records and administrative

functions of the team. The treasurer position has wide-ranging responsibilities, requiring much

more than simply being present at all board meetings to give financial reports.

**Key Responsibilities**

The chapter treasurer must be a current Trout Unlimited member who will ensure that the following responsibilities are completed (directly or by delegation):

* The chapter treasurer must read and become familiar with [the 2015 Policy on Financial and Property Controls](http://www.tu.org/sites/default/files/TU_Policy_on_Financial_Controls.pdf) and ensure the chapter complies. Most critically:
  + That at least one member of the chapter’s board (who is not able to withdraw funds) is reviewing monthly each of the chapter's bank account records and the records of any debit or credit card transactions.
  + That the chapter keeps a current written inventory of all personal property in excess of $200 in value that the chapter owns.
  + That the chapter has a process in place to keep any restricted donations restricted for the purpose which the donor intended.
* With the chapter executive committee, become familiar with and understand [TU’s risk management and insurance limitations](http://www.tu.org/riskmanagement) and ensure the chapter is compliant
* Attend board meetings to give financial updates
  + Provide financial updates to the secretary for inclusion in board packet before upcoming meeting
  + Answer questions and provide insight to financial status
* Retain records, meet filing deadlines and keep the board abreast of upcoming dates of importance (e.g. state and/or federal filing deadlines)
  + File required Forms with the IRS by February 15 of each year. Questions about the correct Form 990 to file? Please visit: www.irs.gov or [TU’s online resources for financial management and reporting.](http://www.tu.org/get-involved/volunteer/tackle-box/financial-reporting-requirements-chapters-and-councils) Particularly if your chapter is large enough to file a Form 990, ensure that you have the proper controls in place such as [a conflict of interest form](http://www.tu.org/sites/default/files/Sample_Conflict_of_Interest_Policy_for_Chapters_and_Councils_1.pdf), [document retention form](http://www.tu.org/sites/default/files/Document_Retention_Policy_Template_for_Chapters_and_Councils.pdf), [whistle blower policy](http://www.tu.org/sites/default/files/Sample_Chapter_Council_Whistleblower_Policy_and_Code_of_Ethics_Volunteers.pdf) and that you’ve shared the Form 990 with your entire chapter board.
  + File the chapter Annual Financial Report in the Leaders Only Tools section of tu.org between October 1 and November 15. To file this report, the treasurer will be asked a series of questions that aren’t all financial (e.g. volunteer hours)
* Develop, approve and track a budget of chapter expenses and revenues each fiscal year
* Ensure that your chapter is set up with an electronic funds transfer (EFT) with the national office of TU to ensure delivery of the chapter rebate or an [Embrace A Stream grant](http://www.tu.org/eas)
* Ensure donations to your chapter are [properly acknowledged](http://new.tu.org/sites/default/files/BP_Donor_Letters.pdf?_ga=1.63635114.441180885.1444082971)
* Assist with board member recruitment. Consider appointing an assistant treasurer, possibly the financial reviewer, to transfer knowledge at an early stage and assistance

**Elected By/ Reports To**Board of Directors/Board Chairperson

**Term Length**Per by-laws

**Time Commitment**

Monthly meetings; additional time required for committee work and other board commitments

**Budget Support**Limited

**Task Calendar**January

* Confer with the chapter president and outgoing treasurer for lessons learned
* Confirm signatories on the chapter bank account are current
* Ensure you are listed on the online chapter officer roster in the Leaders Only Tools section of tu.org.
* Prepare for February IRS filing deadline with president
* Communicate financial updates at board meeting
* Provide financial statements for financial reviewer
* Reconcile finances
* Review important documents to keep chapter compliant (byways, [TU’s risk management and insurance limitations](http://www.tu.org/riskmanagement))

February

* Communicate financial updates at board meeting
* File with the IRS by the deadline
* Ensure donations to your chapter are properly acknowledged
* Provide financial statements for financial reviewer

March-August

* Communicate financial updates at board meeting
* Draft chapter budget with executive committee
* Provide financial statements for financial reviewer

September

* Communicate financial updates at board meeting
* Prepare for filling the Annual Financial Report with Treasurer
* Present chapter budget for approval
* Provide financial statements for financial reviewer

October

* Communicate financial updates at board meeting
* Prepare to provide financial statistics for annual report
* Provide financial statements for financial reviewer

November

* Communicate financial updates at board meeting
* File Annual Financial Report
* Provide financial statements for financial reviewer

December

* Meet with fundraising committee for following year compliance
* Communicate financial updates at board meeting
* Provide financial statements for financial reviewer