

Women's Council of Realtors Florida State Chapter

State Chapter Treasurer Position Description

Attendance:

- Attend all Women's Council State Chapter meetings as you are a voting delegate of the State Governing Board.
- Attend all Women's Council National meetings.
- Attend the State Chapter Leadership/Planning Retreat typically held in the Fall after elections.
- Be installed as an officer at the Florida State Chapter Installation held during the Mid-Winter Conference.
- Attend as many as possible Council District Conferences.
- Attend and be a visible advocate for the Council at Florida Realtors® functions and with all Realtor® organizations.
- Serve as a member of the State Chapter Executive President Appointed Committee.

Working with the entire Leadership Team:

- Promote the Women's Council Brand.
- Strive for the State and Local Chapters to provide value and grow/mentor membership.
- Seek out future leadership for the local chapters, the state and national council.
- Ensure Strategic Business Partners recognition and value benefit.
- Monitor budget adherence.

Responsibilities:

1. The State Treasurer is automatic chair of the Finance and Budget Committee and will prepare the agendas and conduct the meetings. The agenda should be covered with the State Chapter President and line officers for input.
2. The Treasurer independently disburses funds only when clear guidelines are already in place (e.g. reimbursing officers for travel expenses as provided in the Standing Rules) or when the payment is for something that has already been approved in the current budget (e.g. newsletters, postage, awards, etc.). In both cases, appropriate documentation must have been provided. If there is any doubt, confer with the State Chapter President before issuing a check, unless the payment in question is payable to the President. Then confer with the State Chapter President-Elect.
3. The State Treasurer will monitor the maturity dates of money market and/or certificates of deposit and will notify the State President one month beforehand so decisions can be made as to their disposition (roll over, move, etc.).

4. When convention and other bills are received, the President should determine which budget categories each bill should be paid under. The Treasurer confirms the appropriateness of the assignment and issues the checks accordingly.
5. In mid-year, the State Treasurer will meet with the President-Elect to prepare the next year's proposed budget for presentation at the Finance and Budget Committee and Governing Board Meetings.
6. Notify the President and Line Officers by email of any large or extraordinary deposits or expenditures, and include the new bank balance.
7. At, or immediately following, the last meeting of the State Chapter, the Treasurer passes the balanced checkbook, bank statements, paid invoices and other records to the Audit Committee and incoming Treasurer.

Bank and Signing Authorities and Records:

1. Annually (typically at the beginning of the term or office) set up bank signing authorities for all accounts, including certificates of deposit. Return signature cards in a timely manner.
2. Put safeguards in place to protect the State Chapter and to elevate the Treasurer above any considerations of wrongdoing, as follows:
 - a. When BOTH the Treasurer and the President sign checks....
The Treasurer should receive and reconcile bank statements within 10 days of receipt.
 - b. When ONLY the Treasurer signs checks....
Someone other than the Treasurer should receive the bank statements and canceled checks for reconciliation within 10 days of receipt.
3. A copy of the reconciled statement should be faxed, along with any explanatory notes, to the President and Line Officers.
4. For ease of audit keep all invoices, check requests, deposits, bank statements, cancelled checks and other paperwork stapled together in a three ring binder.