



# Treasurer

## Section Volunteer Position Description

### General Description

Oversee section funds; maintain accurate section financial records; and report on financial condition of the section at times directed by the bylaws and policies and procedures.

### Term

One year. July 1 to June 30.

### Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to section finances responsibilities.
- Communicate/report to the Section Executive Committee activities performed, status of performance against goals/metric set, etc. for section financial responsibilities.
- Maintain the section finances; make and record deposits and retain custody of all funds belonging to the section; authorize dispensing of section funds for eligible expenses.
- Develop the section budget with the section executive committee; monitor the section budget and maintain accurate records of all receipts, bills, and disbursements.
- Maintain current financial records for any subsections and/or student branches sponsored by the section.
- Attend all section executive committee meetings and general membership meetings.
- Provide section executive committee with monthly treasury reports.
- Submit quarterly financial reports to the Society.
- US SECTIONS ONLY. Submit the previous calendar year's information for the 1099 tax form to Headquarters Account Department by early January.
- Prepare section annual report, coordinate audit of the report, and submit to the Society by August 15.
- Note: due to the timing, the annual report submitted each year is for the previous treasurer's term. For this reason, it is essential to develop a succession plan and keep excellent records that can be passed on to the incoming treasurer. If possible, the previous treasurer may offer assistance to the current treasurer in the annual preparation of the financial report.
- All officers are responsible for submitting and updating the section officer and committee lists with HQ via the online submission form.
- Uphold ASQ and section bylaws and policies & procedures.

### Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in Section committee activities.
- Should have an understanding of budgeting and a basic understanding of accounting principles.
- Knowledge of financial/spreadsheet software helpful.
- Access to a computer helpful.

### Time Commitment

Approximately 4 – 6 hours per month (outside of section and executive committee meetings)

Information provided is to be used as a guide for developing section position descriptions. When revising position descriptions, sections are expected to comply with any bylaws or policy and procedure requirements stated.

Rev. 03/03

## **Related Documents**

- Financial Management information (formerly Section Treasurer's Manual)  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Financial/Forms/AllItems.htm>
- F6 - Financial Reporting by Society Units  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/F-6%20Financial%20Reporting%20by%20Society%20Member%20Units.pdf>
- S4 - (Section) Treasurer & Auditing Committee Guidelines  
<http://asqgroups.asq.org/SectionVolunteerCommunity/ASQ%20Volunteers%20101/S-4-Section%20Treasurer%20and%20Auditing.DOC>
- Online Officers and Committee lists submission form  
<http://www.asqnet.org/members/leadership/managing/index.html>
- Section Minimum Requirements  
<http://asqgroups.asq.org/SectionVolunteerCommunity/Section%20Minimum%20Requirements%20S1/Forms/AllItems.htm>