Reports To: President-Elect and Board

Prerequisites:

1. Must be IIDA Member in good standing.
2. Preferred to have served on one or more committees or prior service on the Board.

Job Description:

Is overseen by the President-Elect and acts as custodian of all monies, securities and deeds belonging to the Chapter. Shall hold, invest and disburse all monies, securities and deeds belonging to the Chapter as directed by the Chapter Board of Directors. The Treasurer shall coordinate a periodic independent audit of the Chapter’s financial affairs if cause is established by the Chapter Board of Directors.

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Shall carry out all official Chapter financial duties as required by the Chapter Board of Directors.
3. Make all deposits and maintain a PO Box on behalf of the Chapter.
4. Present the Chapter’s monthly financial status and correlating bank statement to the Chapter Board of Directors at each monthly Chapter Board Meeting.
5. Evaluate the “Accounting Procedures” document, at the beginning of the Chapter year, and update as required.
6. Coordinate with the President-Elect, President and Past President to update the signature card associated with the Chapter’s banking account(s). The President-Elect and President shall be the only Chapter Board of Directors assigned to the signature card.
7. Coordinate with IIDA HQ to prepare the Chapters annual tax return to be reviewed by the President and President-Elect.
8. Assist the President-Elect in preparing a Chapter budget for the following Chapter year.
9. Periodically review and asset the Chapter’s banking establishment.
10. Monitor and update actual event and administrative expenses and income in the annual budget document.
2016 CALL FOR NOMINATIONS – INTEREST FORM

Your Name: ________________________________

Phone: ________________________________

Email: ________________________________

Name of Person nominated: ________________________________

Nominee’s Phone: ________________________________

Nominee’s Email: ________________________________

Position for which candidate is being nominated: ________________________________

Briefly describe why you think the nominee is a good candidate: ________________________________

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