

Chapter Treasurer

Purpose: Oversees the management of and reports chapter finances

Duties & Responsibilities:

- Maintain chapter financial records for all checking, cash, or other accounts, receipts
- and disbursements
- Verifies and pays all chapter expenses
- Maintain accurate records of chapter income and expenses
- Provide reports to the chapter board
- Prepare financial report

Qualifications & Skills:

- Current and active WVOA and chapter membership
- Reliable and trustworthy
- Attentive to detail and organized
- Sound financial skills
- Neat and accurate record-keeper
- Adequate computer skills

Length of commitment: Chapter bylaws specify terms and term limits

Days/times volunteer is required: Must attend chapter meetings and events

Benefits to the volunteer: Learn and build financial management skills, build leadership and interpersonal skills

Training provided or other details: Training provided by previous treasurer