



Board of Directors Position Description

Position	Prepared By	Date Prepared/Revised
Treasurer	Larry L. Reynolds	11/12/2017
<p>Duties</p> <ol style="list-style-type: none"> 1. Attend all Chamber board meetings. 2. Attend all Chamber general meetings. 3. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>. 4. Coordinate with the President to prepare the annual budget and present it for review 1 week prior to the January Board meeting. 5. Maintain up-to-date records and maintain the Chamber financial accounts in Quick Books. 6. Deposit all funds received within 2 business days of receipt. 7. Maintain separate records for scholarship and grant funds and report the amount of funds available to the Programs and Awards Director when requested. 8. Disburse funds by check as supported by an invoice or approved Expense Report, approved and authorized by the Board, and obtain the signature of an Officer of the Chamber as the second signature on all checks. 9. Balance the Chamber checkbook using monthly statements within 2 business days of receipt of the statement. 10. Provide a balance sheet and profit and loss report for review 1 week prior to each monthly Board meeting. 11. Provide a financial report summary at the November Chamber meeting. 12. In January obtain signatures of all Officers on the bank signature cards. 13. Pay the annual State Corporation Commission registration fee assessment. 14. Mail annual invoices to all members in December. 15. Mail past-due invoices to for 3 consecutive months to unpaid members and after April 1st of each year add a \$25.00 re-signing fee to the final invoice. 16. Notify the Membership Director of all invoices past due for 1 month. 17. Provide all financial reports, bank statements, invoices, receipts, charge card statements, and the Chamber checkbook to the Financial Compilation Committee chairperson. 18. Request from the Board, when required, a special-reserve fund be set up. 		