



BOARD OF DIRECTORS TREASURER

Why We Need You:

The SVC Treasurer takes maintain accurate financial records for the chapter and preparing annual budget.

A Day in the Life | Responsibilities We Trust You With:

- Works directly with the President to ensure that the information provided protects the integrity and intent of the chapter and the Institute
- Sends members confirmation of dues paid
- Collects dues and other receivables of the chapter
- Reviews and pays bills of the chapter
- Maintains records of the financial activity of the chapter
- Submits monthly financial reports to the President
- Assists and prepares proposals and cost estimates for programs and activities for the chapter
- Safeguards and maintains the permanent records of the chapter
- Submits regular reports of activities and project status to the President

What You Must Know | Education and Experience:

- Must be an active PayrollOrg member in good standing

What You Need to Be Good At | Competencies and Skills:

- Become familiar with the chapter's Bylaws
- Read the Chapter Affiliation Agreement provided by PayrollOrg
- Become familiar with the contact staff at PayrollOrg for assistance and support
- Make sure you have the name and contact information of your regional advisor from the Board of Advisors. They are an experienced member of PayrollOrg and can assist you in your new role



Your Working Relationships | Leadership:

- Must work with and gain support and commitment from other BOD members and chapter members
- They continually represent the chapter to others within or outside of the organization
- Contributes and tries to drive-up recruiting of new or former members
- Assists overall activities/meetings/committees of the chapter

This job description is a guideline.