

Position Title: Treasurer

References:

The authority of this position is granted by the bylaws of ISSA-COS. Full excerpts of these references can be found in Attachment A.

1. ISSA-COS Bylaws: ARTICLE 4, SECTION 1.
2. ISSA-COS Bylaws: ARTICLE 4, SECTION 8.
3. ISSA-COS Bylaws: ARTICLE 4, SECTION 13.
4. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.
5. ISSA-COS Bylaws: ARTICLE 8, SECTION 4.

Position Description:

The Treasurer shall be responsible for Chapter financial administration as outlined in Article VIII. The Treasurer shall receive all Chapter membership dues from ISSA and receive and disperse other monies incidental to Chapter activities. The Treasurer shall maintain an accounting of articles of value belonging to the Chapter, and shall keep an accurate accounting of all treasury receipts, expenditures, and deposits.

Responsibilities:

General

- Attend Board Meetings
 - Principles shall attend a minimum of two-thirds (66%), of the Board meetings in any consecutive 12-month period.
- Present financial status report at Board meeting
- Pay renewal for Post Office box, as required
- Prepare/submit Tax information report for ISSA International (March)
- Complete change of authorized signature account at Bank as required
- Prepare financial records for audit
- Maintain/update list of articles of value belonging to the Chapter
- Maintain current signatures for custodians of articles of value

Committee(s) Overseen

- n/a

Routine Events/Activities/Projects

- Deposit ISSA International dues received
- Process and balance bank statements
- Maintain an itemized account of all receipts and expenditures
- Ensure all expenditures are made pursuant to resolutions of Board and are supported by invoices, vouchers and/or receipts
- Notify appropriate Board members of any payments received

- Supervise collection of funds by committees to ensure sound accounting practices are followed
- Reimburse Board members and Committee Chairs as required/approved
- Notify Board of any check returned for non-sufficient funds and any fees associated with their collection
- At each board meeting, provide a summary report to the board which shall be included within the official minutes for the meeting
- Maintain Treasurer documents per the Chapter History Policy Memo

Other

- As required, shall appoint a Deputy Treasurer
- As required, shall respond to any questions submitted via website requiring response from Treasurer

Requirements:

Background and Skills

- Excellent communications skills (verbal and written)
- Excellent organization skills
- Proficient with word processing, spreadsheet, slide/presentation, and other applications
- Financial management experience

Attachment A: Treasurer Bylaws

ISSA-COS Bylaws: ARTICLE 4, SECTION 1. The officers of the Chapter must be General Members in good standing as of the date of their election. These officers shall be President, Executive Vice President, Chapter Vice President, Vice President of Training, Recorder, Director of Communications, Treasurer, Four (4) Members-at-Large, Vice President of Membership, and Director of Professional Outreach. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 8. The Treasurer shall be responsible for Chapter financial administration as outlined in Article VIII. The Treasurer shall receive all Chapter membership dues from ISSA and receive and disperse other monies incidental to Chapter activities. The Treasurer shall maintain an accounting of articles of value belonging to the Chapter, and shall keep an accurate accounting of all treasury receipts, expenditures, and deposits.

ISSA-COS Bylaws: ARTICLE 4, SECTION 13. The following positions shall establish a deputy for their positions. Deputies will not be elected, but shall be appointed, as necessary, by the principle. Deputies will be authorized to act on behalf of the principle during the principle's absence.

Recorder
Director of Communications
Vice President of Training
Vice President of Membership
Treasurer
Director of Professional Outreach
Director of Certification

ISSA-COS Bylaws: ARTICLE 8, SECTION 4. Signatory authority for all Chapter bank accounts shall reside in the duly elected Chapter Vice President, Treasurer, and a General Member in good standing appointed by the President. In cases of extended absence by one of the signatory authorities, the President, with concurrence of a simple majority of the Board of Directors, may appoint a General Member in good standing as a signatory authority.

Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. Terms of office shall consist of two years beginning on January 1st following the election. To provide continuity, Board positions shall be elected as follows:

Elections held in odd years

Executive Vice President
Chapter Vice President
Director of Communications
VP of Membership
Treasurer
2 Members-At-Large

Elections held in even years

President
Vice President of Training
Director of Certification
Recorder
Director of Professional Outreach
2 Members-At-Large