

Volunteer Position: Treasurer Board Position

Mission of the Treasurer:

The mission of the Treasurer is to preside over Chapter finances.

Volunteer Contribution:

The Treasurer is responsible for maintaining the Chapter bank accounts and transaction reports, paying bills after Board approval, reporting the status of Chapter finances, and preparing an annual budget.

Estimated Time Commitment:

At a minimum, 1.5 hours per month during Chapter board meetings.

Approximately 5 hours a month to complete duties.

The Treasurer is elected for a one-year term.

Responsibilities

- *SMPS National Reporting* – Submit an annual report to SMPS National every September, breaking down our revenue earnings and costs for the previous term.
- *Board Reporting / Budgets* – Prepare and maintain Treasurer’s spreadsheet, detailing costs and revenue to date. Share updated spreadsheet with the Board/Committee Chairs prior to Board Meetings each month and report on spreadsheet at Board Meetings. Create, track, and update annual budget each year. Advise Board on financial matters.
- *Taxes* – File annual tax return for SMPS and file 1099-NEC forms for each of our paid vendors / speakers paid from the previous tax year.
- *BillHighway Tasks* – Input and track budget. Transfer money between accounts, load and approve pre-paid cards for other members as needed. Set up campaigns for programs and education events in BillHighway, then link BillHighway campaign to the appropriate program in StarChapter.
- *Board Transition Tasks* – File updated Board Report with the State of Connecticut Secretary of State. Transition accounts/payments/cards to new Treasurer.
- *Day-to-Day Financial Tasks* – Deposit checks received, cut checks for/make payments to vendors, speakers, etc. Manage payments for services like Zoom. Keep debit cards and checking accounts at appropriate levels to prevent overdrawn accounts. Keep electronic and paper files of all transactions, W-9s, spreadsheets, etc., up-to-date and organized. Address payment issues as they arise for programs and events.

Professional Development:

- Increased Knowledge of Association Management, Operations and Governance
- Budget Development

- Financial Management

Requirements:

- To be eligible for Treasurer the individual must have served on a committee for one year.
- Must be an active SMPS CT member
- Ability to attend all monthly Board meetings

For more information please contact: Marta Dabrowski, CPSM, SMPS CT President-Elect at President-Elect@smpsct.org.

About SMPS Connecticut: *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*