

SEAS Morris Chapter

Duties and Responsibilities of **Treasurer**

Duties and Responsibilities:

- Is a Trustee and a member of the Executive Board
- Is a member of the Budget Committee
- Controls chapter's funds
- Maintains proper financial records in accordance with Generally Accepted Accounting Principles
- Recommend instruments for deposit of chapter's funds
- Provides written summary of financial activities on a monthly basis
- Obtains necessary signatures for bank authorization cards

Skills Needed:

- Sailing skills: None beyond minimum for membership
- Knowledge of basic bookkeeping and Generally Accepted Accounting Principles
- Unscrupulous reputation for honesty
- Ability to make well-informed decision
- Organizational skills
 - Plan and prepare a budget
 - Monitor expenditures and incomes
- Knowledge of types of banking instruments available; i.e. savings accounts, checking accounts, certificates of deposit, etc.
- Familiarity with Quicken and access to computer helpful

Recommended Experience:

- The Constitution requires a minimum of one year's membership