

Role of the VATA Treasurer

2-year position, 7-10 hour commitment per month

- Monitor and maintain all funds to include bookkeeping and accounting records (i.e. incoming and outgoing)
- Present annual review of Chapter finances in addition to sharing financial statement at monthly board meetings
- Support in organizing the budget allocations
- Attend monthly board meetings

Formal Description (per ByLaws)

1. Supervise and maintain all funds and securities of the Chapter.
2. Become familiar with the bookkeeping procedures of AATA, including filing of reports with the Budget and Finance Committee.
3. Maintain all accounting records (to include receipts and transactions) and national correspondence in accordance with the policies and procedures of the National Organization.
4. Prepare a financial statement for each business meeting and work with the board to maintain the chapter budget.
5. Prepare a financial summary at the beginning and end of the year. Review the Chapter finances annually with at least one officer. Provide the National Office with an annual financial statement as directed by the Budget and Finance Committee.
6. Works with the Director of Membership to maintain an up-to-date record of membership dues and fees paid.
7. Chapter is tax exempt under AATA's group exemption letter, the Treasurer will prepare and submit financial reports to AATA as required. See section on Tax Exempt Status.