



Standard Operating Procedures – Roles & Responsibilities

Treasurer, Rocky Mountain PCMA

Term Length:

Term: 2 years

Time Commitment: Average about 2 hours per week. This can vary greatly depending on events, deadlines, budget season, etc.

Position Summary:

The treasurer must be a member in good standing and is elected for a two-year term (refer to chapter bylaws) to serve on the board of directors in conducting the financial and business affairs of the chapter. The treasurer also serves as a member of the Executive Committee and chairs the Finance and Audit Committee.

Bylaws Description: Section 5. THE TREASURER shall be a member of the Board and shall be responsible for the funds and securities of the Chapter. All financial decisions, including deposits or investments shall be in accordance with the instructions and directions of the Board. They must be a Professional or Supplier Partner member of PCMA in good standing. The Treasurer shall oversee the collection of all Chapter membership dues and assessments from PCMA, establish proper accounting procedures and maintain books and records of account covering all financial transactions of the Chapter, and shall render to the Board, all federal, regional, or local taxing or revenue regulatory authorities, and PCMA, such financial statements and/or filings as may be from time to time requested. The Treasurer shall report periodically to the Board about the financial condition of the Chapter, and shall make a detailed financial report to the membership at its Annual Meeting. If directed by the Board, the Treasurer shall annually submit all accounts and financial transactions for audit to a firm of licensed Certified Public Accountants (US)/Chartered Accountants (Canada) selected by the Board. The Treasurer shall have such additional powers and duties as may be prescribed by the President and/or the Board of Directors.

Responsibilities:

Responsible for financial and business affairs of the Chapter. All financial decisions, including deposits or investments shall be in accordance with the instructions and directions of the Board. In conjunction with the chapter administrator, the treasurer shall oversee the collection of all Chapter membership dues from PCMA, establish proper accounting procedures, maintain a complete set of financial transactions, and shall render to the Board, all federal or state taxing filings. The treasurer shall report to the Board about the financial condition of the Chapter.

Duties and Deliverables:

- Prepare an annual budget based on the calendar fiscal year and submit to National HQ once approved by the Board.
- Review all monthly financial statements (prepared by the chapter administrator) and report out monthly to the Board.
 - Monitor revenue changes.
 - Ensure expenditures are coded correctly.
 - Monitor revenue and expenses against what was budgeted
 - Make recommendations to stay within budget.
 - Monitor various programs (educational, Golf, All Hearts, etc.) to ensure we are meeting our revenue and expense goals.
- Review all monthly bank reconciliation reports.
- Approve all expenditures – invoices, personal reimbursements, etc.
- Monitor the annual preparation of financial statements by an administration as well as preparation of year-end tax returns, including other appropriate tax and corporate filings.
- Oversee investment of funds.
- Review proposals from vendors.
- When a surplus exists, distribute accordingly: apply 25% to the leadership fund, 25% to savings, and 50% to an innovation fund.
- Chair the Finance and Audit Committee – see [chapter bylaws](#) for purpose and scope
- Special financial reports or analysis upon request of the Board.

Requirements:

- Experience in Quickbooks and/or other financial systems desired
- Ability to successfully manage a complex organizational budget of approximately \$100k and lead other professionals in proper use of files, systems, income and expenses
- Excellent organizational and project management skills
- Strong communication and interpersonal abilities
- Ability to motivate and inspire others
- Knowledge of PCMA's mission, values, and strategic objectives
- Familiarity with industry trends, best practices, and emerging technologies

Committees:

1. Bylaws: FINANCE and AUDIT COMMITTEE.
 - a. The Finance and Audit Committee shall consist of the Executive Committee. The Treasurer shall be the Chair of the Committee. It shall be the duty and responsibility of this Committee to suggest ways and means of adding to the total income and revenues of the Chapter. It shall advise the Board on the preparation of the annual budget, and make recommendations to the Board regarding the direction, supervision, conservation and investment of Chapter funds. The committee will supervise any audits of the organization. The Committee may perform such other powers and duties connected with finances of the Chapter as the Board may from time to time delegate to it.

2. Committee Chair

- The committee chair would shadow all work done by the Treasurer in an apprentice style role. The goal would be to have this person for at least one full year of the Treasurer term to provide ample opportunity to train to be next Treasurer.
- All additional duties of the Treasurer would apply to this person, with the exception of sensitive information or presence at appropriate meetings, votes, etc.

Micro-Volunteer Opportunities:

- Due to the sensitive nature of financial information and budget details, no micro-volunteer opportunities are recommended for this position

Calendar Year:

1. January
 - Collaborate with Admin to reconcile monthly financials
2. February
 - Collaborate with Admin to reconcile monthly financials
3. March
 - Collaborate with Admin to reconcile monthly financials
4. April
 - Collaborate with Admin to reconcile monthly financials
5. May
 - Collaborate with Admin to reconcile monthly financials
6. June
 - Collaborate with Admin to reconcile monthly financials
7. July
 - Prepare financial standing report for Mid-Year Retreat
 - Lead forecasting exercise for budget for remainder of year
 - Collaborate with Admin to reconcile monthly financials
8. August
 - Collaborate with Admin to reconcile monthly financials
9. September
 - Collaborate with Admin to reconcile monthly financials
10. October
 - Create and share budget process for setting next year's budget
 - Collaborate with Admin to reconcile monthly financials
11. November
 - Budget submissions and review due
 - Lead budget review at End of Year Retreat
 - Collaborate with Admin to reconcile monthly financials
12. December
 - Vote on and approve next year's budget
 - Collaborate with Admin to reconcile monthly financials

Resources:

- [Chapter Leaders Google Drive](#)
 - [PCMA Chapter's Treasurer's Manual](#)
 - [Finance Folder](#)