

The TREASURER is responsible for all chapter money and is custodian of the financial records. She advises the chapter regarding finances and budget matters.

The treasurer:

- Maintains compliance with ABWA National and Chapter Bylaws, rules, policies and procedures, and ABWA Proud Code of Conduct.
- Prepares a formal budget for the chapter.
- Annually obtains and files any required Internal Revenue Service (IRS) forms and sends copies of these forms to ABWA National.
- Administers the bank account(s) of the chapter, keeping itemized records in the permanent file of all receipts and expenditures, which should be retained for seven years.
- Collects, makes bank deposits and issues receipts for all chapter monies.
- Reconciles bank statements with chapter records.
- Submits her books for audit before the end of her term of office or at any time upon the request of the membership or executive board.
- Disburses money as approved by the chapter. All disbursements shall be made by check, countersigned by the president, or in her absence, the vice president.
- Presents a monthly financial report to the chapter.
- In the event that a member does not pay her local dues, notifies the member in writing that she will be placed on national status; also provides the secretary, membership chair and ABWA National with the names of any such chapter members.
- If any member current in her local dues does not appear on the chapter roster due to nonpayment of national dues, call ABWA National to 1) verify member status, and 2) determine appropriate action, if any, to be taken.
- Helps ensure the vitality of her chapter by recruiting and retaining new members.