



Chapter Treasurer Position Description

Overview: Chapter Officers provide general oversight and strategic leadership of their chapter. Chapter Officers coach and mentor chapter members and work closely with the Region Officers and international committee chairs, to ensure that the goals of the association and the needs of the chapter members are met, along with providing communication to the Region Officers from the local chapter. They also partner with headquarters staff on regular activities and special projects as needed; as well as advance the objectives for chapters as defined in the Association's Articles of Incorporation.

Role: The Chapter Treasurer shall receive all funds of the Chapter and keep a proper record thereof, shall deposit them in a convenient responsible bank, and shall disburse them only upon receipt of proper authority from the Chapter Executive Board. The Treasurer shall perform such other duties as are delegated to that officer by the Chapter's Executive Board. The Treasurer shall prepare and distribute at all Chapter meetings a report showing all moneys received and expended during the month previous to the month in which the meeting is held. This report shall also show the current balances of all checking and savings accounts.

Qualifications: A Chapter Treasurer must be a member in good standing of the IRWA, a chapter or chapters of the Association (current membership paid in full). Ideally, a Chapter Treasurer may have previously served as a Chapter Committee Chair.

Competencies: The Chapter Treasurer should demonstrate the following core competencies:

- **External Awareness:** Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.
- **Entrepreneurship:** Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.