



**Pacific  
Northwest  
Chapter**

American Society for Indexing  
pnwasi.org

## **PNW/ASI Treasurer: Job Description and Duties**

updated October 2017

- Annual report to ASI
  - prepare annual financial report for previous year and send to the Chair in time for review and submission to ASI by April 1. Financial Report should include beginning balance, income for the year, expenses for the year, and balance at year-end.
  - Prepare expected expenses for upcoming year and send to the Chair in time for review and submission to ASI by November 1.
- Tracking of Chapter income and expenses with Quicken software. This constitutes the Chapter “books” (The chapter will pay the cost of the software.)
- Monthly reconciliation with ASI records. Review monthly report from ASI and compare with Chapter “books” to reconcile. Follow up with ASI about any discrepancies. Report results to Chair.
- Expense Reimbursements—process requests for reimbursement or payment of Chapter expenses and submit to ASI.
- Meeting registration—receive, collate, and process registration forms and checks; tally numbers for dinners and meeting; prepare spreadsheet of attendees to report to Program Chair and for inclusion in meeting packets; send registration checks to ASI for deposit.
- Meeting budget—prepare budget based on information from Planning Chair, revising as appropriate.
- Treasurer’s Report to the Chapter membership—prepare report for the annual meeting (currently the Fall Meeting). This will be included in the folders handed out to each meeting participant. Report should include the prior year’s financial report and a second page with the current year’s starting balance, itemized income and expenditures year-to-date, and ending balance.
- Meeting minutes—take notes for the business meeting during the conference and take minutes at the board meeting. Present minutes for review and correction to board members, have corrected minutes voted on, and after approval send to webmaster for posting of board minutes to website. Send business meeting notes and board meeting minutes to archivist for record retention.

**Qualifications:** a candidate for Treasurer must:

- be a member of ASI and of the PNW Chapter
- recommended: familiarity with Quicken and/or bookkeeping