

<p>Position Title:</p>	<p><i>Section Treasurer</i> Maintains the financial records of the Section. Communicates the financial condition of the Section at Executive Committee meetings. Creates and monitors the Section budget. Prepares and sends quarterly financial reports to Regional Director and audited annual Treasurer’s report to Headquarters.</p>
<p>Reports to:</p>	<p><i>Section Chair and Executive Committee</i></p>
<p>Qualifications:</p>	<p>Must be an active ASQ member in good standing and will have preferably been a participant in Section committee activities. Should have an understanding of budgeting and a basic understanding of accounting principles. Knowledge of financial/spreadsheet software and access to a computer are helpful.</p>
<p>Time Commitment:</p>	<p>This is a one-year term. The position of Treasurer requires an estimated 10 hours/month to fulfill the minimum responsibilities of the position.</p>
<p>Training Opportunities and Materials:</p>	<ul style="list-style-type: none"> • Section/Division Leadership Training • Regional SMP Training • Other training(s) as offered by the Regional Director • Society Management Handbook • Section Treasurer’s Reference Manual • Mentoring past Treasurer
<p>Benefits:</p>	<p>This position offers an opportunity to enhance and practice leadership skills, network with other quality professionals to increase awareness of the member’s company in the community, promote the use of quality tools, and provide administrative support to the growth of the quality movement. Additionally, this position offers the opportunity to enhance or develop financial and accounting skills.</p> <p style="text-align: right;">-continued-</p>

Responsibilities:

- Serve as the Section's Treasurer from July 1 - June 30.
- Maintain the Section's financials through the use of "Quickbooks" software.
- Attend and vote at all Section Executive Committee meetings.
- Maintain the deposits in the depositories designated by the Executive Committee, retaining custody of all monies and securities belonging to the Section.
- Make deposits and disbursements authorized by the Executive Committee.
- Develop the Section budget, and present to the Executive Committee.
- Prepare a monthly summary of the receipts and disbursements together with a balance sheet and submit to the Executive Committee.
- Monitor the expenses vs. the budget, issue quarterly reports and advise the Executive Committee of significant variances.
- Maintain an accurate record of receipts, bills, and disbursements of the Section and authorizations for disbursements.
- Maintain current records of the financial activity of any sponsored Subsections and Student Branches. This information must be included in all quarterly and annual reports.
- In **November, February and May**, submit quarterly financial report to HQ Accounting.
- In **January** (by January 10th), submit the previous calendar year's information for the 1099 tax form to Headquarters Account Department.
- From **March to May**, begin mentoring and working with the incoming Treasurer to ensure a smooth transition.
- In **May**, begin arrangements to transfer funds to the incoming Treasurer. Also transfer all financial records to the incoming Treasurer.
- In **May**, work with the Section Chair to prepare and present an annual report of the financial condition of the Section.

	<ul style="list-style-type: none"> • In July, coordinate an audit of the records with the Section's Audit Committee. • In August, submit the Section's annual report to Headquarters. This report must be received by August 15th.
<p>Related Policies and Procedures:</p>	<ul style="list-style-type: none"> • ASQ Bylaws • ASQ Policies and Procedures <ul style="list-style-type: none"> → F5 - Committee Expenses, Authorization and Payment → F6 - Financial Reporting by Society Units → F10 - Establishment of Society's dues and Structure → F11 - Membership Dues Collection → G5 - Charter Policy Professional Ethics & Qualifications Committee-Composition → G6 - Ethics Ombudsman, Grievance, Suspension, and Exclusion Procedure → G7 - Membership Information Disclosure → G40 - Antitrust Financial Management → S4 - (Section) Treasurer & Auditing Committee Guidelines → S7 - Multi-Section Membership Duties, Rights, and Privileges • ASQ Operational Milestones