[INSERT CHAPTER LOGO HERE]

**Sample Chapter Leader Position Description: TREASURER**

**Position Summary:** Act as financial officer and advisor to chapter board of directors. File appropriate forms and information with IRS.

**Time Commitment:** One year

**Estimated Time Requirements per month:**

* Board meetings: 1 hour plus travel time
* Monthly chapter meetings: 2 hours plus travel time
* Communicating with global ACRP and fellow leaders: 2-4 hours
* Record keeping and financial book upkeep: 2 hours

**Responsibilities:**

* Fulfill the role of financial officer and advisor
* The treasurer, as an elected officer of the chapter, is a responsible member of the chapter's board of directors and must take part in discussion and action on all business of the chapter. As financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions by the board of directors and inform the committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the board of directors for action.
* The treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
* The treasurer shall disburse such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the clinical research community.
* Attend all monthly membership and board of directors meetings.

**Requirements:**

* Reports all income and expenses to the board on a regular basis
* Reports on financial status of chapter each January at membership meeting and each month at board meetings
* Attends and participates in all monthly board meetings and chapter programs
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities
* Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
* Member of ACRP and chapter