

## CHAPTER OFFICER POSITION DESCRIPTION

POSITION TITLE:	<b>Treasurer</b>
PURPOSE:	The Treasurer is responsible for the financial resources of the Chapter.
TYPICAL DUTIES:	Prepares Chapter Budget for approval by Executive Committee; prepares reports to CSUEU HQ on expenses and budget; signs authorization for expenses; reports to Executive Committee on available resources and budget.
TIME COMMITMENT:	Executive Committee meetings – One hour per month.  Budget preparation – Three hours annually.  Budget reporting – One hour per month.  Other time commitments depend on direct involvement in committees or programs (optional).
TRAINING:	Basic Steward Training
REPORTING RELATIONSHIPS:	Reports to the President.  Reports to the Chapter Executive Committee.
RELATIONSHIP TO OTHER OFFICERS/PROGRAMS:	The Treasurer is primarily an administrative position focusing on finance. Other officers and chairs coordinate their budget requests and expenditures through the Treasurer.
ELECTED/APPOINTED BY:	The Treasurer is elected by chapter members to a three-year term.