

Leadership Expectations – Treasurer

Duties assigned:

1. Keep all monies of the chapter.
2. Collect all bills due the chapter.
3. Expend the funds of the chapter at its direction.
4. Submit a statement of the chapter's financial operations to the National Headquarters, chapter advisors, and local alumni president by the 10th day of each month.
5. If the chapter by-laws provide for an assistant treasurer, recommend the appointment of a qualified, dedicated member to the president and executive board. Assign duties to the assistant treasurer and carefully supervise his work.
6. Prepare all necessary tax-related reports for the chapter. This includes payroll records and reports for all persons employed by the chapter and Form 990's*.
7. Perform all duties specified by the articles of incorporation of the chapter and state statutes relating to non-profit organizations.
8. Prepare a budget and keep a running total of actual expenses and receipts.

**NOTE: Federal Law requires that a non-profit organization file an annual information return regardless of its annual receipts (it used to be just groups with receipts of \$25,000 or more). Your organization has been ruled exempt from income tax under a group exemption letter received by the National Fraternity, but individual chapters must still file a Form 990 annually. You will not be held liable for any taxes as long as you file this form by the 15th day of the fifth month after the close of your fiscal year. If you have any questions, contact the National Treasurer's Office.*

Right on Target duties assigned:

1. Submit membership dues to the National Treasurer as directed (Sec. 1.4.2).
2. With the assistance of the First Vice President, collect all Associate Member Fees at the time of initial pledging into the chapter (Sec. 1.4.3).
3. With the assistance of the First Vice President, collect all Activation Fees at least three weeks in advance of the activation ceremony (Sec. 1.4.4).
4. Attend the chapter retreat and submit an officer goal statement (Sec. 7.2).

National Forms

All National forms are distributed to the chapters at the beginning of the school year. Forms can also be downloaded from the National website at www.betasigmaps.org.

1. Complete the **Chapter Status Report** and submit to the National Treasurer's Office as directed.
2. Complete the **Activation Report Form** with the assistance of the First Vice President for each new initiate at least three weeks in advance of the activation ceremony.
3. Complete the **Associate Member Registration Form** with the assistance of the First Vice President for each new member at the time of initial pledging into the chapter.

Other Expectations

1. Understand and use parliamentary procedure.
2. Understand and use rituals of the fraternity.
3. Understand and enforce the National risk management policy.
4. Attend all fraternity sponsored events.
5. Identify and maintain at least two office hours per week.

6. Be familiar with all the duties and expectations of all other Chapter Officers.
7. Maintain an up-to-date officer file.
8. Complete an End of the Term report.