Division Treasurer

Member Leader Position Description

Function as the chief financial officer of the division, managing all fiduciary functions at the division functional level. The treasurer deploys and maintains all financial reporting processes, monitors and controls spending within division council-approved budgets, receives funds credited to the division and pays appropriate approved and documented expenses, and makes recommendations on short-and long term division cash investments and vehicles for doing so.

Term
One year or two years, as defined in the Division Management Agreement January 1 to December 31.

Specific Duties and Responsibilities

- Maintain and submit all financial reports according to the ASQ Key Dates calendar.
- Maintain the deposits in the division's depository accounts, retain custody of all monies and securities belonging to the division, and ensure all bank accounts are set up with the society's tax identification number (39-0912502), name and address.
- Authorize, approve, and review check requests (for appropriateness and coding) written by division officers or other appropriate individuals. The treasurer should approve all check requests except when he/she is the requester. If the treasurer is the requester, the chair should be the approver.
- Maintain an accurate record of all receipts and disbursements. Ensure all payments are made per invoice terms and ensure bank accounts do not become overdrawn.
- Forward monthly, to the division accountant at ASQ Headquarters, all financial information necessary for timely and accurate financial statements.
- Develop the operating budget for the upcoming year with the assistance of the current chair, incoming chair and the incoming treasurer. The operating budget must be approved by the division council and submitted to the division accountant and the TCC deputy according to the Key Dates calendar (also provided via weekly Friday Fast Facts).
- Monitor the rate of expenditures compared to the budget (including a balance sheet and statement of revenue and expenses; in addition to the reconciled bank statements), advising the division's executive committee of any exceptional or notable conditions and significant variances.
- Report to the ASQ division accountant, within 30 days of a division sponsored event, all revenue and expenses related to conferences, educational courses and seminars. If a deputy treasurer is responsible for the financial reporting of a conference, course, seminar, etc., the treasurer must contact him/her to ensure the financial reporting is forwarded to the ASQ division accountant within 30 days of the activity's completion.
- Forward the division's checkbook records and any other financial records to the successor at the end of the term.
• At the beginning of the term, ensure the completion of new bank signature cards for all checking and savings accounts. The cards must be signed by the incoming chair and treasurer and forwarded to the ASQ division accountant according to the Key Dates calendar (also provided weekly in Friday Fast Facts).
• Assure that all division bank accounts are set up and registered under the society's tax identification number (39-0912502) and legal corporate name (American Society for Quality, Inc.).

Qualifications

• Full, Senior, or Fellow ASQ member of the division and society in good standing.
• It is recommended that a past division chair be considered for this position due to their knowledge of the Society bylaws, policies and procedures.
• The individual must be able to be bonded in an amount set by the ASQ Board of Directors.
• Demonstrate use of quality management technology while performing other division job functions/responsibilities.
• Individual has the total support of his or her employer. If not, the individual has the financial resource and personal time available to regularly attend and actively participate in division affairs.
• Must have served the division or society in some leadership capacity and performance must have been acceptable for a minimum period of one year.
• Individual expresses interest in, and commitment to, serving the division in a voluntary management capacity.
• Appear to have the best interest of the division and society at heart and will not knowingly enter into a perceived/potential conflict of interest situation.
• Other requirements as deemed appropriate by division management.