

Treasurer

- **Position Type:** Elected
- **Requirements to Hold Position:**
 - Paid member of the Society of Women Engineers
- **Responsibilities:**

According to the Section Bylaws

The treasurer shall:

 1. Be responsible for the collection, distribution, and safekeeping of section funds;
 2. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
 3. Submit a financial report to the Society in accordance with established procedures;
 4. Provide oversight and guidance to the committee chairs as assigned; and
 5. Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents.

Ensure basic requirements by BOD of sections in good standing are met

 - Maintain 15 voting members or 30% of voting members of section, whichever is less
 - Elect officers per bylaws
 - Submit annual and financial report to SWE HQ (Compiled by section treasurer and approved by president)
- **Supporting Responsibilities:**
 - Serve as a member of the Section's Executive Council (EC) and assist in planning section events as needed
 - Attend EC meetings
 - Attend Society and WE Local Conferences as able
 - Provide oversight and guidance to the committee chairs as assigned
 - Authorize the disbursement of section funds within the EC approved budget
 - Be an authorized signatory on all section accounts
 - Submit the year-end section financial report (due July 30)
 - Submit appropriate 990 tax form annually (due November 15)
 - Coordinate with Introduce a Girl to Engineering Day (IGED) committee chairs to balance section accounts
 - Coordinate with Fundraising Chair to achieve fundraising goals (if applicable)
 - Maintain good records of sponsorship database, accounts, and budget to smoothly transition to the treasurer in the next Fiscal Year (FY)
 - Strategic and tactical planning: In conjunction with the EC, develop vision, strategies and objectives for SWE and reevaluate these strategies quarterly
 - Succession planning: continuously seek and develop future leaders of the section and for other levels of SWE
 - Financial planning: contribute to the section's budget process and fund development activities (corporate sponsorship, grants)

- Financial review: summarize expenses for SWE fiscal year and create a preliminary budget for the following year (to serve as a starting block)
- Provide a biographical write-up and professional photo of yourself to be included on the SWE-KC website at the beginning of the term.
- Ensure SWE-KC Activity Log is filled appropriately as events take place
- **Time Commitment:** 10-15 hours/month
- **Term:** 1 fiscal year (July – June)