**Student Section Treasurer**

**Purpose:** The student section treasurer ensures the section’s financial ability to serve its members. The treasurer manages section resources and funds, maintains and updates the section’s financial records, and provides leadership in financial responsibility and fund allocation.

**Key Responsibilities:**

* Prepare and manage section operating budget for the fiscal year (April 1 - March 31)
* Present reports regarding current and long-term section finances to the student section executive committee
* Share opinions on the section financial position as an elected officer
* Submits names and fees for membership to ASSP
* Supervise the receipt and disbursement of funds
* Attend executive board and student section meetings

**Support:**

* Transition meeting with outgoing student section treasurer
* Additional support available from student section president, faculty advisor and ASSP Student Services

**Benefits:**

* Opportunity to develop transferrable leadership and financial recordkeeping skills

**Time Commitment:**

* Term of office: Minimum 1 year, July 1 - June 30
* Average hours per month: Up to 10 to 15 hours

**Qualifications:**

* Must be an ASSP student member in good standing
* Knowledge or willingness to develop sound budgeting principles and processes and basic spreadsheet functions for financial reporting
* Have or be willing to develop a solid working knowledge of the student section financial and general operating guidelines
* Have or be willing to develop an understanding of section and ASSP structure and strategic direction
* Ability to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

* Transfer financial records from outgoing treasurer to incoming treasurer and ensure orderly transition
* Maintain current year financial records
* Report financial information to sponsoring chapter
* Retain files of bank statements, canceled checks, invoices and vouchers
* Maintain a ledger of payments and receipts
* Deposit student section funds
* Issue monthly treasurer reports