



International Association
of Business Communicators
Pittsburgh

TREASURER – Role & Responsibilities

The Treasurer (Vice President, Finance) is responsible for all finances of the chapter.

The Treasurer shall:

- Develop an annual budget, issue all bills, collect all money due, and disburse such funds as approved by the Executive Board
- Serve as primary chapter liaison with local bank/financial institution
- Issue monthly finance/accounting reports to the Executive Board
- Coordinate review and development of policy related to fiscal processes, savings and spending
- Coordinate year-end financial reporting, and prepare year-end reporting for tax and IABC International (due 15 February of each year)
- Keep a permanent record of all financial transactions and, at the end of the calendar year, prepare a financial statement for review by the Executive Board

Term Length: 2 consecutive years, with each term year running July 1 – June 30

Must be an IABC member? Yes

Election: Voted by chapter membership on annual slate of board officers