

Functions and Responsibilities  
Board of Directors  
Southeastern Massachusetts Chapter  
Appalachian Mountain Club

Office: Treasurer  
Basic Function: Administers the financial affairs of the Chapter.

Major Responsibilities:

- Assists in preparation of the annual budget with the Chair and Board.
- Collects fees and pays debts in according to Chapter by-laws.
- Assures that the surplus funds of the Chapter are invested as approved by the Board.
- Recommends to the Board actions to improve the future income/expense relationships and accounting control procedures.
- Maintains checking and savings accounts
- Pays expenses and reimbursements as requested by Executive Board members
- Provides summary reports of major events
- Completes annual audit for AMC/Joy Street and per Chapter By-laws
- When a new treasurer is elected, completes fiscal responsibilities until the end of the calendar year. Provides orderly transition to new treasurer.