

**Chapter Treasurer: Role Expectations**

Thank you for accepting the responsibility of the Chapter Treasurer- this typically will begin a two-year term. The Treasurer is responsible for maintaining the chapter financial record and submitting chapter financial reports. This is a quick guide to help keep you and your chapter on track for a successful SUNA year!

Outgoing Treasurer

* Attend Chapter Meetings with the outgoing and incoming chapter officers (may be face to face or via conference call)
	+ At this meeting:
		- Provide the chapter financial report
		- Help develop the initial chapter work plan (include goals for fundraising)
		- Assist with the plan on how to get all chapter officers participate
* Attend chapter meetings and provide financial report
* Obtain chapter records from the outgoing treasurer (if applicable)
* Get signatory privileges on all chapter accounts
* File your IRS 990-N report by **April 15** or submit your Annual Chapter Report to the National Office if participating in the Group Tax Exemption.
* Summer is typically a slow time for SUNA chapters---Don’t lose your momentum!!
* uro**Logic** Conference is in the fall and the Advanced uro**Logic** is in the spring – contemplate “raffling” off complementary registration for one of your members
* Help find nominees for chapter officer positions (contemplate having 2-year terms for your officers: President Elect becomes President during his/her second year. Secretary, Treasurer – alternate years when these positions “rotate off”. Need to fill President Elect position and other officer positions as needed)
* Assist President Elect with elections for chapter officer positions – Voting deadline **~TBD by individual chapters ~**
* Follow your chapter work plan, review and update at each meeting
* Recruit chapter members to help with chapter activities – be on the lookout for future leaders
* Balance work and fun! Plan informal get together to exchange ideas

**Things to remember**

* The year goes by FAST!! Don’t let it slip by.
* Create a calendar system to help you keep on track.
* Utilize all the SUNA tools…need something or have a question? There is most likely a tool created to help you and there is always the SUNA National office to help.
* Business meetings do not have to be super formal…do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.
* Education meetings do not have to be full day events. SUNA has many free CNE opportunities.
	+ Set a time period in which you ask your members to watch the free on-line CNE then schedule a follow up conference call to discuss the content –as long as you have 3 or more members on the call this can count as a chapter education meeting
	+ Have a follow up conference call with your chapter members after a webinar (offer to reimburse the members the $5 fee if they attend the call) to discuss the webinar content –as long as you have 3 or more members on the call this can count as a chapter education meeting
	+ Meet at a member’s home, restaurant, meeting room…and watch the free monthly CNE or webinar together and discuss the content –as long as you have 3 or more members at the meeting this can count as a chapter education meeting
	+ Discuss a journal article with your co-workers at work during a break in action – as long as you have 3 or more members discussing the article together this can count as a chapter education meeting
* Begin orienting the incoming treasurer
* If you are struggling to meet your volunteer responsibilities contact your fellow officers and assigned Director-at-Large (DAL) – we are here to help you SUCCEED!!