



IWLA Chapter Treasurer

The principal duty of the **Chapter Treasurer** is to receive and safeguard the chapter's finances and other negotiable property or wealth.

Duties. Treasurers are asked to:

- Collect and handle all monies for the chapter;
- Disburse funds as needed;
- File tax forms in a timely manner;
- Maintain financial records for the chapter; and
- Report on the chapter's financial status and activities at meetings.

Leadership Tips. The work of the **Chapter Treasurer** may be overseen by both the board of directors and a finance committee consisting of individuals familiar with banking and recordkeeping.

Since the treasurer deals with the National Office regarding payments of national and state division dues, he or she will need to become familiar with those systems.

Payments covering membership, both new and renewing, should be sent to the National Office using the appropriate membership paperwork.

The paperwork is typically prepared by the chapter membership officer.