



The WICT
Network
Empowering Women
in Media, Entertainment and Technology

Chapter Volunteer – Treasurer Guidelines

Thank you for your commitment to The WICT Network through volunteer leadership at the Chapter Board level. All of us at The WICT Network appreciate your help as we together strive to achieve our mission of creating women leaders who transform the cable industry. Below you will find a description that will help prepare you or your designee for the important role of Chapter Treasurer.

- Maintains all financial books and records of the designated chapter.
- Works in unison with the chapter president to implement the annual budget and strategic plan.
- Works in unison with The WICT Network HQ to ensure timely submissions are filed as noted in the current Model Chapter Business Plan.
- Responsible and accountable for the financial section of the Model Chapter Business Plan.
- Attends The WICT Network HQ's chapter treasurer Webinar in the first quarter of the year.
- Monitors all Chapter bank accounts.
- Deposits all income and writes checks in a timely fashion provided that designated internal controls are in place.
- Manages all finance-related accounts (such as PayPal®, etc.).
- Keeps chapter board members informed as to the chapter's financial status by providing written monthly financial reports in preparation for regular chapter Board meetings.
- Exercises thorough planning, monitoring and collaborating with the chapter board to ensure that adequate resources are available to fund chapter programs.
- Participates in chapter executive board meetings and/or conference calls, as necessary.
- As a member of the chapter executive board, participates in chapter spending decisions.
- Works with incoming chapter president and outgoing treasurer to ensure a smooth transition of financial matters.
- Oversees the creation and dissemination of accurate revenue reports and financials.
- Implements shadowing of duties by designating an assistant and/or mentee to ensure internal controls and processes are being met and documented.
- Ensures thorough understanding of rules surrounding 501(c)(3) IRS status.