

NARPM CHAPTER TREASURER

Job Description

Function: To enhance the foundation for a long-term, sustainable chapter by outlining and implementing the policies, procedures, and structure needed to maximize the benefit of NARPM association. To maintain the financial records of the organization.

Duties/Responsibilities:

1. Utilize resources provided by national at www.narpm.org under the Chapter Resources tab. Be sure to read each position description and browse through the chapter leadership section of the web site.
2. Send out member renewal forms in November of each year.
3. Collect dues and record.
4. Pay expenses of the organization.
5. Arrange for the preparation of the federal and state tax returns.
6. Provide financial statements to the board.
7. Prepare the annual budget for consideration.
8. Arrange for the preparation of the annual federal and state tax returns.