

Association of Legal Administrators Metropolitan Detroit Chapter

Position Description for the ASSISTANT TREASURER

Qualifications

The Assistant Treasurer shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

Basic Functions

The Assistant Treasurer is a non-voting member of the Board and shall attend each Board meeting and as many Chapter functions as possible.

Responsibilities

1. Deposit chapter receipts. Money coming into the chapter should be received originally by the person primarily responsible for the particular income. A list should be prepared by the person receiving the funds and turned over to the Treasurer with the payment for deposit. All deposits should be made in a timely manner and records should be maintained to properly identify the source of the funds deposited.
2. Copy of deposit is sent to the Treasurer for auditing purposes.
3. Chapter funds are not to be co-mingled with employer or personal funds.
4. Assist with the welcome/sign-in table at monthly meetings and other Chapter events and collects the fees.
5. Required to contact members to pay for meetings which they previously confirmed but did not attend.

Records/Information to retain and provide successor:

1. Deposit slips to Treasurer.