

TREASURER

The Treasurer is the chief financial officer of the Chapter and shall have custody of all funds of the Chapter. Responsibilities include:

- Serve as an officer of CREW Nashville and the Board of Directors.
- Identify Assistant Director to assist in leading the Finance Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble members for committee as necessary.
- Deposit all funds in such bank or banks as may be designated from time to time by the Board.
- Report on the financial condition of the Chapter at each monthly Board Meeting and Annual Meeting. Prepare reports for The Board Report to include bank reconciliations, accounts receivable, accounts payable, budget variance, balance sheet and general ledger activity. Upload approved reports to the CREW electronic filing system in a timely manner.
- Keep full and accurate accounting of all monies received and disbursed as approved by the Board. Process expense reimbursements, in accordance with the approved budget and expense reimbursement policy.
- Maintain the reserve funds in compliance with the Chapter's Reserve Fund Policy.
- Make recommendations for investment of Chapter funds and ensuring investments are in compliance with any investment policy adopted by the Board.
- Respond to the Board of Directors and Committee inquiries regarding budgeted items such as travel expenses, and operating budgets for various committees.
- Review CREW Network membership status reports to verify that Membership funds received are reported accurately. Membership Committee will coordinate with CREW Network for billing of all members annually for dues (including new members).
- Review annual tax return prior to being presented to Board of Directors for review and approval. Oversee the filing of the tax return in a timely manner. (currently: Drennan and Associates, 47 Music Square East, Suite 200, Nashville, TN 37203)
- Coordinate with the Sponsorship Committee to collect, deposit and track sponsorship revenues. Sponsorship plays the lead role in collection and tracking of funds. The Treasurer's role is to authorize the deposit of funds received and to provide oversight and assistance, as required.
- Coordinate with the Program Committee and CREW Network, as applicable, to deposit all member and guest monthly event fees received. The primary responsibility is to reconcile each event, such as collection of funds, with the pursuit of outstanding receivables being the responsibility of the committee responsible for a specific event.
- In conjunction with the Board of Directors and with input from all committees, develop the budget for the subsequent year.
- Attend scheduled chapter events and act as a greeter at events, when assigned.
- Attend any member or Board Retreat during the year.
- Additional responsibilities as included in CREW Network playbooks.