

*Case Management Society of New England*  
74 Buckboard Rd., Duxbury, MA 02332 Tel.: 603-329-7481  
Email: [CMSNE@CMSNE.org](mailto:CMSNE@CMSNE.org) Website: [www.CMSNE.org](http://www.CMSNE.org)

POSITION TITLE: Treasurer

POSITION OVERVIEW: The office of Treasurer is an elected position, serving a term of three years. The Treasurer is responsible for the monitoring and recording of the financial status of the Chapter.

ROLE AND RESPONSIBILITY:

- Is a voting member on the Board of Directors.
- Actively updates membership and the Board of Directors on the financial status of the chapter.
- Works closely with the Executive Director to maintain the financial stability of the chapter by:
  - Monitoring the accurate receipt of Chapter dues from CMSA.
  - Preparing an annual budget for review by the Board of Directors.
  - Maintaining all financial records for auditing purposes.
  - Preparing statements of the Chapter's financial status for regular business meetings.
  - Ensuring payment of Chapter expenses in accordance with established Policies and Procedures.
- Collaborates with Executive Director to assure that Accountant is provided with accurate financial record keeping in order to prepare and complete the Federal filing of income tax, State Annual Report and yearend payroll tax reports (W2's and 1099's).
- Reviews and ensures payment of Federal payroll taxes, State unemployment taxes and assures compliance of State Workers' Compensation insurance.
- Ensures that all chapter banking accounts/financial records are current and contain the proper authorized signatures of Board of Directors members.
- Reviews on a periodic basis chapter investments/accounts to ensure that revenues are being invested in an appropriate way that best benefits the chapter.
- Maintains the Articles of Incorporation for Profit and Non-profit Corporation in the District of Columbia and MA and the Annual Compiled Statement for CMSA.
- Delivers to the successor all books, money and other Chapter property in Treasurer's custody, in the absence of a successor, delivers such properties to the President.
- Acts as the Board of Directors liaison to a CMSNE Committee as assigned by the Board of Directors.
- Performs other duties as assigned by the President and Board of Directors.
- If unable to perform the duties of the office, the Treasurer will resign or be terminated from the position in accordance with Article VII, Officers, Section 6, Removal, of the chapter bylaws.

BENEFITS OF ELECTED OFFICE:

- Discounted registration to Annual Conference
- Discounted registration to Building Strategies Conference
- Invitation to Board of Directors retreats, as sponsored/offered by CMSNE
- Based on program attendance and/or demand for Board of Directors presence, complimentary registration may be extended for programs sponsored by the Chapter and/or Chapter Extensions. The Board of Directors member agrees to actively greet participants, networks with participants and program sponsors, participates in registration activities and/or facilitates table discussions or other program components as assigned.
- Increased networking opportunities with Corporate and program sponsors and peers
- Development of communication, leadership and public relations skills

Please note: Complimentary registrations for programs sponsored by the Chapter or Extensions are subject to review and approval based on demand and attendance limitations as stated above. This may result in a pro-rated benefit.

Example: An Extension-sponsored program projects a low anticipated turnout for a program. This results in higher than normal risk for suffering a monetary loss in order to cover meeting expenses. Two Chairpersons from the same Extension (not the host Extension) request complimentary registration to attend the program. The host Extension Chair(s), in conjunction with the President, decides if one, both or neither of the requesting Extension Chairs are allowed complimentary registration.

For programs sponsored by the Chapter, decisions regarding complimentary registration are made by the President and Program Chairperson.