

ASQ STATISTICS DIVISION OPERATING MANUAL

Statistics Division Treasurer Job Description

Title

Statistics Division Treasurer

Purpose

The Treasurer is one of four officers of the Division (along with the Secretary, Chair-Elect, and Chair). The Treasurer's primary purpose is to handle the finances of the Division, and serve as the liaison to the Division Accountant.

Term of Office

New Treasurers are elected during odd-numbered years. The Treasurer serves a two-year term beginning July 1 of the year of election. The Treasurer may not serve more than two terms (4 years). Re-appointment each year is subject to approval by all Division members via the annual spring election organized by ASQ Headquarters. The Treasurer can serve two (2) consecutive 2-year terms, but must be re-elected to the position every year.

Responsibilities

- Ensure checks are available so that reimbursements/payments are made within 15 days of the bill receipt.(Attachment 1).
- Submit financial information to the Division Accountant prior to the end of the first full week of the month.
- Ensure sufficient funds are in the checking account to cover all upcoming payments, while maintaining most of the funds in the higher return money market account.
- Prepare financial reports, year-to-date for AQC and FTC, and annual, with assistance from ASQ Headquarters' Division Accountant.
- Reconcile AQC expenses that are billed to the Division by Headquarters.
- Prepare annual budget using input received from committee chair (Section 4.9). Present proposed budget at AQC Council meeting, document any final changes per the Council meeting, and submit the final Council-approved budget to ASQ and the Division Chair by July 1.
- Check monthly account statements, deposits, and so on, from the bank.
- Participate in Statistics Division Council meetings at the AQC and FTC.
- The Statistics Division officers are expected to register for and attend the FTC.
- Serve as a member of the Financial Request Committee, with the Chair-Elect and Membership Chair.
- Arrange for new signature cards for checking and saving accounts each fiscal year.
- Work with other Officers and Division Council on long-range and one-year tactical planning.
- Provide quarterly financial data to the Chair for the Division Balanced Scorecard per schedule in Section 3.2
- Submit items for publication in Division Newsletter, as required in Attachment 1 of Newsletter Editor's job description (Section 3.15).
- Maintain a list of financial donations and update Section 4.7.
- Copy the Chair, Chair-Elect, and Secretary on all Statistics Division correspondence.

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- Send a Quarterly financial report to the Chair for inclusion in the Quarterly report to ASQ Headquarters.
- Call ASQ Division Accountant (see Section 2.3.4 for phone number) with any questions.
- If nominated as Incoming Chair-Elect, must search for a FTC Program Committee rep in February of your second year as Treasurer (if needed - depends on current FTC Program Committee rotation. See current FTC Co-Sponsorship Agreement).
- Should become informed about the fiscal rules governing the authorization of expenditures.
- Should report budget standings each month to the Chair-Elect.
- At the end of term of office, update the Treasurer job description and provide to the incoming Chair-Elect.
- At the end of term of office, review roles and responsibilities with incoming Treasurer.

Additional Activities (Desirable, not Mandatory)

- Attend Division Treasurers' meeting at the AQC.
- Attend infrastructure meeting --see Infrastructure Renewal System (Section 4.1).
- Attend other Headquarter meetings on an as need basis.

Qualifications

- Statistics Division member of ASQ.
- Be able to commit to responsibilities of the job.

Resources Available

- ASQ Society Management Handbook.
- ASQ Position Guide PG-010.
- Division Treasurers' Manual (available at ASQ's Division Treasurers' Meeting).
- Division Accountant, at ASQ Headquarters.
- Previous Division Treasurer.
- Statistics Division Operating Manual.
- Statistics Division Bylaws.

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Checklist/Timetable

- Attend AQC:
 - Prepare year-to-date report; present at Council Meeting; give copies to Secretary and Newsletter Editor.
 - Attend Division-related meetings.
 - Attend ASQ Division Treasurers' Meeting.
 - Arrange for expenses incurred at the AQC to be charged to the ASQ master account.
- By July 1st:
 - Submit year end budget to the Officers, Deputy Chair and GTC Facilitator.
 - Submit the proposed budget for the next fiscal year to the Officers, Deputy Chair and GTC Facilitator.
- Attend FTC
 - See notes for AQC.
 - Meet with FTC Treasurer to remind him/her to send P&L statement of short courses to you.

Election/Appointment Mechanism

The current Officers should reach a consensus choice for nominee for next year's Secretary (even-numbered years) or Treasurer (odd-numbered years). The AQC is an opportune time to select a nominee (See Infrastructure Renewal System, Section 4.1).

ASQ will hold an Annual Spring Election the following year, at which time the Division members have the opportunity to vote for this candidate or write in another. The candidate receiving the most votes becomes Treasurer July 1 for that two-year cycle.

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Attachment 1

Statistics Division Check Writing

1. Verify charge and that sufficient funds exist.
2. Fill out "Expense Record" Sheet or have those requesting reimbursement fill out (Section 4.10).
3. Write out check (type if possible: three carbon copies). Have Chair sign check if check is made out to Treasurer.
4. Record check in checkbook record.
5. For vendor:
 - Envelope
 - 1st copy of check
 - Invoice copy, if appropriate
6. For ASQ Divisions Accountant (see address in Section 2.3.4)
 - Envelope
 - 2nd copy of check (white) and 4th copy of check (yellow)
 - Original invoice
 - Original expense record
7. File:
 - 3rd copy of check (pink)
 - Copy of invoice
 - Copy of expense record