

IRWA Georgia Chapter 22 Treasurer

A Trusted Leadership Role Focused on Financial Stewardship and Chapter Success

The Chapter Treasurer plays a vital role in safeguarding the Chapter's financial health, transparency, and long-term stability. This leadership position works closely with the Board of Directors to manage finances responsibly, support strategic growth, and ensure sound fiscal practices. The Treasurer also follows and administers the Chapter's approved **Treasurer Policy & Procedure Manual** to maintain consistency, accountability, and compliance.

Why This Role Matters

Serving as Treasurer provides the opportunity to:

- Build executive-level financial leadership experience
- Help guide the Chapter's strategic growth through sound budgeting
- Strengthen governance, accountability, and operational excellence
- Work closely with Board leadership and committees
- Leave a lasting legacy through strong fiscal management

Key Responsibilities

The Treasurer supports the Chapter by:

- Presenting monthly and annual financial reports to the Board
- Assisting with the preparation of the Chapter's annual budget
- Serving as a member of the Budget & Finance Committee
- Monitoring income, expenses, cash flow, and financial obligations
- Overseeing bank reconciliations, accounts payable, and receivables
- Maintaining accurate accounting records and general ledger data
- Processing invoices and payments in accordance with approvals
- Monitoring access to Chapter funds and internal controls
- Recommending banking and investment options to the Board
- Maintaining organized financial files and records
- Preparing sponsorship and donation acknowledgment letters as needed

Leadership Expectations

A successful Treasurer is:

- Detail-oriented and highly organized
- Trustworthy with strong integrity
- Comfortable with budgets, reports, and financial systems
- Collaborative with Board members and committees
- Committed to transparency and responsible stewardship

Meetings & Engagement

The Treasurer is expected to attend Board meetings, provide regular financial updates, and actively support the Chapter's planning and success.

The Opportunity

This is more than a financial role—it is a chance to help shape the future of the Chapter through strong stewardship, leadership, and service.