

Treasurer

The Treasurer is responsible for ensuring that the chapter operates on sound fiscal principles, recommending fiscal policies and operating procedures as needed. The Treasurer oversees and records all financial transactions for the chapter, in addition to tracking bank activities. The Treasurer is responsible for keeping the board informed of the chapter's ongoing fiscal health on a monthly basis, advises on appropriate expenditures, and presents an annual financial statement to the board and National CUPA-HR Office. The Treasurer guides the chapter in creating an annual budget. The Treasurer works closely with the Sponsor Relations Coordinator to track sponsorship agreements and payments. The Treasurer works with the national office annually to file appropriate paperwork in order to maintain the chapter's nonprofit status. This position has a **two-year** term, first as the treasurer-elect role and then as the treasurer. Additionally, to be eligible for this role incumbents must currently be in a role within Higher Education Human Resources. The estimated time commitment for this role is 3-5 hours per month. **Candidates must be from a national CUPA member institution.**

