

Chapter Treasurer

Philadelphia Chapter – Association of Legal Administrators

- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- The Treasurer maintains records of all financial transactions, and prepares financial reports for review by the Board of Directors.
- Prior to the end of the chapter's fiscal year, the Treasurer shall meet with the President team (President, President-Elect and Past-President) to prepare a projected budget for the upcoming year.
- The Treasurer shall maintain the chapter's checking account and pays all chapter invoices.
- The Treasurer maintains receipts and reconciles bank statements on a monthly basis.
- Weekly run to check the P.O. Box for mail.
- The Treasurer may perform additional duties as assigned by the President.
- Ensures members abide by the ALA's Code of Professional Conduct.