

FMA Officer Descriptions and Duties

Finance Officer

The Finance Officer is responsible for receiving and disbursing funds and managing the financial affairs of the chapter. Specific responsibilities include:

- Reporting to the chapter's Board of Directors on all matters regarding the financial status of the chapter.
- Maintaining accurate records of chapter dues and submitting the applications and fees to the FMA office in a timely manner.
- Securing signature cards and all necessary papers for opening (or maintaining) the chapter's bank account.
- Preparing a tentative budget for presentation to the chapter's Board of Directors.
- Preparing an annual and bi-annual financial statement for presentation to the chapter's Board of Directors.