



IIBEC Affiliated Chapter Board Roles & Responsibilities



Chapter Treasurer

Chapter Executive Committee Roles



President: Leads and represents the chapter. Appoints committee chairs, delegates to events, and presides over meetings.



Vice President: Supports the Chapter President and represents the chapter through events and speaking engagements. Supports operations in finance and membership and attends all meetings.



Secretary: Records chapter activity, manages correspondence, and prepares reports as necessary



Treasurer: Read on!



Chapter Treasurer Responsibilities

- Manage chapter fiduciary transactions. Collect, receive, document, deposit, and track all monetary transactions of the chapter.
- Review and manage vendor accounts, including membership and dues.
- Process timely payments, as directed by the board for all accounts (Accounts Payable)
- Keep accurate books and tax documents (Form 990 due in May)
- Create the budget for the chapter's fiscal (calendar) year.
- Prepare and submit an annual report on the chapter's finances.

Annual Filings

IIBEC has filed a group exemption letter with the IRS for U.S. Chapters

U.S. chapters must verify contact information and corporation status with IIBEC annually for its group exemption annual report to the IRS by September. (Report generated/provided by the IRS in late July.)

Regardless of inclusion of group exemption, all chapters must file Form 990 annually!





Broad Roles

Oversee the finance committee & provide financial updates at meetings.

Assist the Chapter Secretary and possibly perform both roles in smaller chapters

Attend meetings or appoint a proxy to collect funds, pay venue, and/or vendors

Organize and maintain a complete account of the chapter's finances

Budget for your chapter! Prepare an annual budget to board for approval.

Train your successor! Train a current or aspiring board member to take your place.



Chapter Committees

The Chapter Treasurer shall serve as the chair of the finance committee, attending all meetings, if possible. The treasurer also assists all other committees with assistance in establishing budgets and managing finances.

Outstanding Chapter Award

This annual competition is not only how IIBEC recognizes the successes of our chapters, but provides a roadmap to leadership, and acts as an invaluable historical record of your chapter's activities. It is your job to assist in the preparation of the application throughout the year.



Represent Your Chapter!

Many chapters donate to local charities, award scholarships, or donate to the RCI-IIBEC Foundation (also worth points towards the Outstanding Chapter Awards program) so the treasurer is generally the liaison between the chapter and these organizations.

Determining their needs, proposing this potential gift, and providing the approved funds is the responsibility of the treasurer.

The treasurer is also responsible for assisting with the management of the finances of any branches of the chapter and coordinating these functions with the branch liaison.



Tax Preparation & Submission

❖ **Bookkeeping:** Consider using an accounting firm or certified bookkeeper, especially if the chapter's gross receipts exceed \$50,000

❖ **Articles of Incorporation:** Check with state, commonwealth, or province in which the chapter holds its Articles of Incorporation or Letters Patent for possible annual filing requirements. File and pay necessary documents and fees.

❖ **State Income Tax Return:** Check with same state or province for appropriate and required filings.

Federal Tax Returns

- ✓ US IIBEC Affiliated Chapters must file IRS Form 990 Income Tax Returns.
 - ✓ Generally Form 990N electronic postcard for chapters with gross receipts under \$50k.
 - ✓ Generally Form 990-EX for chapters with gross receipts that exceed \$50k.
 - ✓ Chapters who have requested to be included in the IIBEC group exemption must verify their chapter's contact information with IIBEC HQ prior to the first week of September, as this information is due to IRS by 9/30.
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Failure to file for three consecutive years will result in revocation of chapter's tax-exempt status.



Membership Dues

- ❖ If your chapter collects membership dues, send out invoices and collect funds.
 - ❖ As IIBEC membership is a prerequisite to a chapter membership, dues cannot be collected from those that are
 - ❖ not a member of IIBEC.
(Article VII, Section 2 of chapter bylaws)
- ❖ Maintain a current list of members.



General Bookkeeping

- Review proposed budgets from each committee and work with them to finalize and incorporate into chapter's annual budget.
- Chair and work with the finance committee to establish annual budget.
- Maintain petty cash, approx. \$100 in small bills for providing change and tips for chapter-sponsored events.
- Collect payments prior to and at chapter events from attendees, exhibitors, and sponsors. Provide receipts and document all payments received, keeping a balance sheet for each budgeted expenditure.
- Submit financial records to audit committee within 30 days prior to submitting final financial report to president.
- Submit final financial report, with audit committee report, to president prior to date that president's chapter's year-end report submission to region director.
 - Due end of December.

Role Transition...*Pass the Torch!*



Your role is vital, so start this process early!

Your goal and your successor's goal is to leave the chapter finances in a better place than when you arrived, so choose your successor wisely. A good start is to canvass for interested individuals in the chapter's finance committee, the sitting secretary, past board members or aspiring ones.

Questions?

We're here to help! IIBEC Region Directors and staff are always available to answer your questions or provide guidance before and during your leadership tenure.

IIBEC Region Directors

- **Region I: Julie Palmer**
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- **Region II: Mike Fell**
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- **Region III: Charles Sietmann, RRO, REWO, CCA, CIT**
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- **Region IV: Neal Johnson, RRO AIA**
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- **Region V: Szymon Zienkiewicz, RRC, RRO**
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- **Region VI: Burt Carver, RRC, RRO**
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- **Region VII: Jennifer Hogan, RRO, LEED AP, Certified Passive House Consultant**
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Tara Cottle, IIBEC Manager of Region & Chapter Relations: tcottle@iibec.org