

Computer Science Honor Society (CSHS)

Officer Role Description: Treasurer

Position Title: Treasurer
Term: One Academic Year
Reports To: Chapter President & Faculty Advisor(s)

Position Summary

The Treasurer oversees all financial affairs of the CSHS chapter, including budget development, collection of dues, tracking income/expenses, managing event funding, and delivering transparent financial reports to chapter members and advisors.

Key Responsibilities

Category	Detailed Responsibilities
Financial Accounting & Bookkeeping	• Manage and log all financial transactions, including chapter income, donations, and expenditures. • Record income and expenses promptly on the official chapter portal/website. • Collect and account for annual chapter dues and graduation cord/merchandise fees in compliance with school banking policies.
Budgeting & Fundraising	• Draft and maintain the chapter's annual operating budget in consultation with the officer board and faculty advisor. • Lead fundraising efforts and apply for grants/sponsorships for CSHS projects, workshops, and competitions. • Process reimbursement forms and vendor invoices for chapter events.
Reporting & Compliance	• Prepare and present accurate financial updates at monthly chapter meetings. • Ensure financial compliance with school, district, and CSHS national charter rules.