



Rocky Mountain Chapter of the Society for Technical Communication Elected Offices

Treasurer

The treasurer's responsibilities include the following:

- ✦ Establish and monitor a chapter budget for the fiscal year
- ✦ Establish and maintain a checking account, savings account, CD account, and scholarship fund
- ✦ Deposit chapter funds and pay invoices
- ✦ Prepare monthly reports of chapter income and expenditures and a detailed year-end report
- ✦ Maintain all chapter contracts

Typical commitment: 3-5 hours/week

Would you be interested in running for the office of treasurer? If so, please send an email to runforoffice@stcrmc.org with your name, email, primary phone number, and the office you are interested in. Or send a letter to:

Nominating Committee
Rocky Mountain Chapter
Society for Technical Communication
820 S. Monaco Pkwy. #286
Denver, CO 80224



SOCIETY FOR
TECHNICAL
COMMUNICATION

Creating and supporting a forum for communities of
practice in the profession of technical communication.