

# POSITION DESCRIPTION: TREASURER

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**Basic function:** The Treasurer acts as a source of financial information for the Association. In collaboration with the chief staff executive, the Treasurer informs the board of the organization's ongoing financial picture. He or she represents the financial interests of the membership, anticipates the Association's future financial needs in keeping with the strategic plan, and ensures the integrity of the fiscal affairs of the Association.

## Specific duties:

### The Treasurer

- works with the chief staff executive to prepare a budget and presents it to the Finance Committee and the Board of Directors for approval;
- informs board members of the Association's financial status at board and Executive Committee meetings;
- ensures that the Association maintains accurate financial records;
- reviews Association expenditures and financial status on a regular basis to ensure overall fiscal integrity;
- informs the membership of financial matters at general business meetings;
- monitors financial policies and programs; oversees monthly and annual financial reports to the Board of Directors;
- helps the President ensure that adequate resources are available to fund Association programs;
- provides recommendations on the Association's long-range financial plan, including investment options;
- signs checks for Association expenditures;
- serves as a member of the Finance Committee;
- serves as a member of the Board of Directors

The Treasurer must possess a basic knowledge of accounting practices, sufficient to enable him or her to interpret financial reports, ledgers, balance sheets, bank statements, and tax returns, and to form judgments about the Association's fiscal health.