

POSITION DESCRIPTION - Treasurer

Qualifications: Active member for three years; prior service on the Finance Committee (preferred)

Term: Two years, renewable once

Position Responsibilities:

- Chief volunteer financial officer of the organization.
- Report on the financial condition of the organization at Board meetings, Executive Committee and at other times when called upon by the President.
- Assure that appropriate financial reports are available to the Board.
- Review budget for presentation to the Board for approval.
- Serve as a member of the Executive Committee.
- Serve as the Chair of the Finance Committee.
- Perform duties as assigned by the President.

Responsibilities of the Board of Directors

- Participate in the development of the strategic plan.
- Foster forward thinking while supporting the Association's mission, goals, policies, programs, strengths, and needs.
- Monitor programs and activities for relevance, mission alignment and achievement of expected outcomes.
- Review the materials that are distributed and help make prudent, informed decisions. Be prepared to ask questions and discuss issues at meetings. Understand the issues before voting on them. Be open to hearing all sides of questions before deciding.
- Support the majority decision – deliver a consistent message of the Board and not your opinion.
- Read and understand the financial statements. Oversee the financial status of the Association and make prudent financial decisions to ensure the financial stability of the organization.
- Participate in a Board orientation training session as scheduled.
- Voting member of the House of Delegates.
- Support the Executive Director.
- Make an annual gift to the Foundation.