

2011
BOARD OF DIRECTORS/OFFICERS (E)
(approved 11/98; 1/10; 10/10; 4/13, 1/15; 10/17; /19; 11/19)

Treasurer
Job Description

It is the responsibility of the treasurer to work with the executive director and the executive committee to manage the funds of the corporation and oversee financial duties assigned to office staff.

General Duties:

1. To approve all expenditures that deal with activities of the board of directors, executive director expenses, and committee expenditures.
2. To assist in the production of quarterly financial statements.
3. To assist in the creation of an annual budget.
4. To assist in the preparation of federal and state income tax statements.
5. To assist with completion of the yearly audit.
6. To support the executive director's work with the accounting firm.
7. To attend executive committee meetings.
8. To review and present a quarterly report and provide copies of financial matters at each meeting of the board of directors.
9. To disseminate the conflict of interest statement to the board of directors and committee chairs in January, and collect the completed forms within a month.
10. To work with the executive director to conduct the annual fundraising campaign.

11. To maintain copies of important documents to be passed on the next treasurer.
12. Other duties as assigned by the president or board of directors.