

Treasurer of the Board Job Description

This template is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.

Purpose:

To help ensure the fiscal integrity of the organization by providing oversight of its financial activities and ensuring the accuracy of all financial records.

Duties and Responsibilities:

- Attend all board meetings.
- Using the proper chain of command, work with staff to review and submit full and accurate financial information to the rest of the board in an appropriate format.
- Review the organization's annual audit and answer any questions other board members may have about it in conjunction with the audit committee.
- Ensure that the board's financial policies are being followed.
- Give regular reports to the board as to the financial health of the organization.
- Chair the finance committee (if requested to do so by the full board).
- Assist, as appropriate, the CEO/ED in preparing the organization's annual budget.

Rationale:

The role of the board treasurer is to ensure the financial integrity of the organization. He or she accomplishes this primarily through their role ensuring an active finance committee and through a review of an independent audit performed by an accounting firm the administrator has chosen.

Under no circumstances should the board treasurer become involved in the day-to-day management of the organization's finances. Neither should he or she approach staffers who have been delegated this responsibility without being directed to do so by the CEO/ED.

Staff members, with the approval of the CEO/ED, will keep the board treasurer informed regularly on the organization's financial condition.

Remember: The Treasurer acts only on the authority of the board.