



Treasurer of the Board of Directors Job Description and Expectations

Position Summary:

The Treasurer is responsible for the assets of the Council. The Treasurer shall provide ongoing reports on the Council's finances and assets to the Board of Directors. Members and the Board of Directors may request additional information from the Treasurer outside of designated meetings, as needed and as practical.

The Treasurer shall be responsible for:

- Attending all board meetings.
- Maintain knowledge of the Council and personal commitment to its goals and objectives.
- Understanding financial accounting for nonprofit organizations.
- Serve as the Chair of the Finance Committee.
- Serve on the Sustainability Committee and/or Audit Committee, should the Council establish such committee(s).
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis.
- Present the annual budget to the board for approval.
- Review the annual audit and answer board member's questions about the audit (if there is no Audit committee).
- The Treasurer shall be empowered to review, authorize, and reconcile financial transactions.
- The development and board review of financial policies and procedures.
- Perform duties as assigned by the Chair.

Length of term: The term of office shall be for two years. An officer shall hold office until the successor has been duly qualified and appointed.

Meetings and time commitment:

- The board of directors meets monthly on the last Friday of the month, 9:00 a.m., in Fort Worth. Meetings typically last 90 minutes.