

The following description was taken from the most recent 2021 bylaws.

## **Treasurer**

The Treasurer is an Officer and an important role on the Board. The treasurer will offer guidance to the president and board of directors in ensuring good fiscal planning, decision-making and oversight at a governance level.

Term: 3 years with the possibility of renewal for a second term

### Requirements:

- Member of CAMFT
- Member of SDNC-CAMFT

### Qualities:

- Excellent financial management skills
- Excellent financial literacy
- A background in finance, accounting, banking
- Excellent communicator
- Strong organizational skills
- Dependability

### Essential Job Functions:

- Oversee the development of high-level financial policies and their review by the board
- Assist in the preparation of the annual budget and its presentation to the board for review
- Ensure that the appropriate monthly financial statements are reviewed by the board
- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to date
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that vendor and contractor payments, and other liabilities are settled in a timely manner
- Serve as a co-signer of checks with at least one another signing officer
- Ensure that excess funds and reserves are properly held and/or invested
- Recommend to the board the need for a review or renewal of the auditing services provided
- Assist the President with the development and presentation of the annual report
- Help keep the board informed of important financial events, trends, and issues relevant to the chapter

- Be familiar with Board procedures and ensure the Board is in accordance with the SDNC-CAMFT Bylaws.

*Additional information not taken from Bylaws*

- Reviews monthly meeting minutes prior to the next board meeting.
- Maintain and transition complete records to the incoming treasurer by utilizing email folders, and place copies of chapter documents in the appropriate shared Google Drive folders, in order to maintain historical information.

*Additional information from CAMFT*

**Specific duties:**

1. The Treasurer is the custodian of the money of the association and is responsible for collecting, depositing in a timely manner, and disbursing the funds of the association.
2. The Treasurer shall get appropriate authorizations for all financial transactions, either as established in the bylaws or by adopted motion.
3. The Treasurer shall collect all dues according to appropriate procedures for dues payment, notify of delinquencies, and provide receipts to dues paying members.
4. The Treasurer shall maintain the bank account(s) of the association as separate fund(s) and be responsible for signature cards and the drafting of all disbursements.
5. The Treasurer shall arrange for auditing of the books and records of the association on a regular basis.
6. The Treasurer shall chair the budget committee, assisting in the preparation of the annual budget for the association.
7. The Treasurer shall maintain, in a timely manner, all financial books and records of the association and prepare financial reports on a regular basis including a balance sheet and income and expense statement. Such reports are to show the status of all accounts including the balance at the beginning of the period, all receipts, all disbursements and the balance at the ending of the period.
8. The Treasurer shall regularly compare actual costs and income to budgeted costs and income and recommend adjustments in spending and/or the budget as necessary.
9. The Treasurer shall transfer all material pertaining to the office to the newly elected Treasurer and indoctrinate the newly elected Treasurer as to the role of the position.