

## Board Treasurer Roles and Responsibilities

**Appointment:** Nominated by Executive Committee and elected by the Board of Directors

**Term:** Multiple two-year terms with approval by the Board

### Roles and Responsibilities

In addition to the responsibilities outlined in the Board Member Roles and Responsibilities document, the Treasurer is expected to:

- Serve as Chair of the Finance and Audit Committee (see Finance and Audit Committee Charter)
  - Ensure the Committee fulfills the roles and responsibilities outlined in the Committee Charter.
- Ensure the effective management of the finances of the Organization in accordance with rules and regulations that guide and govern the Organization
- Work in conjunction with the CEO and the Finance and Audit Committee to guide and administer the fiscal matters of the Organization (see Finance and Audit Committee Charter)
- Work in conjunction with the CEO to provide the Board with an annual operating budget for review and approval
- Work in conjunction with the CEO to ensure the completion of an annual audit and required tax forms (i.e., 990)
- Ensure the development, implementation and periodic review of financial policies and procedures
- Serve on the Executive Committee with the Chair, Vice Chair, Secretary and other Members as elected by the Board
- Represent the Organization at events and meetings
- Perform other responsibilities as requested by the Board Chair and/or the Board

### Strategic Planning

- Work in conjunction with the Board Chair, Executive Committee, Governance Committee and the CEO on matters and activities related to the Organization's short and long term strategic vision and planning

### Policies and Procedures:

- Work in Conjunction with the Board Chair, Governance Committee and the CEO to ensure that appropriate policies, procedures and practices are in place for the effective management and operation of the Organization
- Work in conjunction with the Board Chair, Governance Committee Chair and the CEO to ensure that Board members understand policies and procedures that guide the work of the Organization

### Fund Development:

- Work in conjunction with the Board Chair, Executive Committee, Donor Engagement Committee **{or equivalent insert committee name}** and the CEO to guide the fund/business development of the Organization
- Encourage all Board Members to consider **{insert organization's name}** a philanthropic priority and make annual gifts that reflect that priority