

Board Role Descriptions: Board Treasurer

A nonprofit board treasurer is the lead board director of financial management and oversight. The treasurer has a close working relationship with other board officers. It is a volunteer position.

Responsible to: Board of Directors

Responsibilities

The Treasurer:

- Is a member of the Board of Directors.
- Chairs the Finance Committee.
- Creates financial drafts of the organizational budget in partnership with the President and Executive Director then presents to the board for approval.
- Should be positioned to answer all questions about the budget.
- Monitors the budget and assists with forecasting.
- Files the appropriate 990 annually with the IRS.
- Files state tax filings.
- Files state tax exemption application and yearly charitable renewal.
- Is a signer on the nonprofit checking account and can write checks.
- Will develop systems for ensuring organizational fiscal health.
- Will help create financial policies and controls.
- Is responsible for monthly account reconciliation.
- Creates and presents a financial report for every board meeting.
- Initiate and conducts audits with one or more other board members.

Leadership Skills & Attributes

- Visionary
- Financial strategic planning ability
- Well-versed in finances
- Active volunteer
- Good facilitator
- Knowledge of board governance
- Ability to analyze

Time Commitment: [2 years]

Monthly Board Meetings virtually or in person

Evaluation: Self and the Board Chair/President