

SRCD Treasurer

The SRCD Treasurer is a voting member of the Governing Council (GC) and Executive Committee, and ex-officio member of the Membership Committee. The Treasurer is appointed in a manner consistent with the bylaws. This person is accountable to the GC for the fulfillment of the duties and responsibilities outlined below.

The Treasurer, as other GC members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the GC.

The Treasurer will offer guidance to the Executive Director and accounting team in ensuring good fiscal planning, decision-making and oversight at a governance level.

Duties, Responsibility and Authority:

- Commit to monthly meetings with the GC, Executive Director, Membership Committee, and others as needed
- Oversee the development of high-level financial policies and their review by GC
- Assist in the preparation of the annual budget and its presentation to GC for review
- Presents the appropriate monthly or quarterly financial statements at each GC meeting and addresses any questions
- Present or co-present the organization's financial report and at the Annual Business Meeting
- Ensure that the GC regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grants are accounted for in accordance with the requirements of funders
- Recommend to the GC the need for a review or renewal of the auditing services provided
- Helps, along with the Executive Director, to keep the GC informed of important financial events, trends, and issues relevant to the organization

Qualifications

- Commitment to the organization's mission and strategic directions
- An understanding of, and experience with, good financial management and reporting practices
- An appreciation of the kind and level of financial information needed at a board level to support decision making
- An ability to commit the time required to fulfill the responsibilities described