**Board Position Description: Treasurer**

Created 7/8/09, Updated 12/10/14

**CIAVA Mission:** To shape the future of volunteerism by promoting and strengthening the profession of volunteer services management.

**Position Status:** This is an elected board position with voting privileges.

**Time Commitment:**  Board & Membership preparation & attendance (6 hrs./mth.), July Board Retreat (8 hrs./yr.), Conference (8-9 hrs. attendance),

**Overview:** Treasurer is responsible for the safekeeping of funds and accountability for funds and financial records of the Association. Must maintain and keep accurate accounting of funds and financial records.

**Tasks:**

1. Be one of two co-signers for bank account
2. Collect meeting fees at monthly meetings, provide receipts and deposit al funds received.
3. Enter all receipts and disbursements and keep computer record
4. Write checks/make payments for all expenses and ensure timely payment of all bills
5. Maintain banking records and files of previous years’ financial activity suitable for auditing including receipts to verify transactions.
6. Prepare and give the current Treasurer’s monthly financial statement report at each Board meeting including a summary of receivables, payables and current bank balance.
7. Work with President to develop annual budget
8. Ensure billing of “no shows” to the meeting
9. At term-end, arrange for the transfer of financial records to the incoming Treasurer and advise the bank of the new authorized signatures
10. Attend monthly board meetings as a voting member of the Board
11. Keep attendance records at membership meetings
12. Hold one of the two PO box keys
13. Submit forms to maintain 503C status
14. Provide Certificate of Insurance annually to meeting location
15. Work with Education and Board members on conference budget

**Documentation:**

1. Work with membership regarding accurate record keeping of all CIAVA members
2. Provide a final report, including financials, for conferences
3. Provide an annual financial report at board retreat.