

## **Job Description - Treasurer**

April 2005

### **Position Description of the Treasurer**

The position of Treasurer of the RWCS is a voluntary, four-year, elected term. The Treasurer is a member of the Executive Committee and the Full Board of Directors. This position serves as the Chief Financial Officer of the Society and oversees all activities regarding financial matters performed by the RWCS Executive Director and the designated accountant from the contracted CPA firm.

### **Qualifications**

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the Bylaws of the RWCS.
- Ability to plan, organize and problem solve.
- Willingness to work, in a team environment, with the Board to set policy and conduct the business of the Society.
- Ability to see the overall "big picture"
- Have a thorough understanding of financial matters, especially those related to financial accounting for nonprofit organizations.

### **Responsibilities**

#### **General**

- Act as an ambassador and representative of the Board.
- Oversee and assist the RWCS Executive Director and designated CPA in the preparation of the annual budget.
- Oversee the timely preparation of monthly financial statements for the Executive Committee and Full Board of Directors.
- Oversee the prompt deposit of funds and prompt payment of bills and the proper coding of all check entries by RWCS staff or Executive Director.
- Assist the Executive Director in the selection and management of all bank and checking accounts.
- Present the budget and financial report to the RWCS membership at the annual business meeting and oversee the publication of the budget and the year-end financial statements in the RWCS Newsletter.
- Sign checks when necessary.
- Determine the need and acquire on behalf of the Society all necessary property and liability insurance for the protection of RWCS assets, members, and staff, including coverage for employee dishonesty, as well as liability protection for employees of the Society and members of the Board.
- Oversee and maintain the RWCS State of Minnesota Registration of Trade Names and Federal Trademark Registration of the Red Wing Collectors Society Inc. Service Mark logo.

- Oversee and coordinate all state and federal filings including the payment of taxes with the Executive Director and the designated CPA including the review of all submitted tax forms.
- Oversee and maintain the RWCS State and Federal nonprofit/tax-exempt status.

### **Board Affairs**

- Monitor financial planning and financial reports.
- Participate in regular Board self-evaluation.
- Assure prompt transfer of all pertinent records, to the new Treasurer at the end of his/her term or whenever no longer able to serve.
- Attend and actively participate in all Executive Committee and Full Board meetings.
- Review the annual budget prior to its presentation to the Executive Committee and to the Full Board by the Executive Director.
- Review and evaluate the monthly financial statement prior to the Executive Director presenting them to the Executive Committee and Full Board of Directors.

### **Meetings**

- Prepare and present to Board members any necessary information on scheduled agenda items under consideration.

### **Committees**

- Serve as a member of the Personnel Committee and actively participate in the oversight and review of all employees of the RWCS, including an annual job performance evaluation of the Executive Director.

### **Annual Convention**

- Oversee the activities of the auction check writers and sign or make arrangements for signing auction checks.
- Oversee deposit of auction proceeds.

### **Community**

- Attend all major Society events, i.e. RWCS annual Convention, MidWinter GetTogether
- Attend Chapter meetings when possible.

### **Special Responsibilities**

- Provide to the Vice President an annual written evaluation of the newsletter, its publisher, and its contents.
- Perform other duties and responsibilities as assigned by the Board and as indicated on the annual Board calendar.