

## **TREASURER**

**Reports to:** Board of Trustees

**Term of Office:** Two Year as Treasurer of the Board

**Qualifications:**

Must have been elected by the membership to the Board of Directors. Should exhibit qualities suitable for the Treasurer of the Board.

**General Responsibilities:**

The primary responsibility of the Association Treasurer is to be the chief financial officer of the Association and have overall responsibility for the fiscal management of the Association. The Treasurer shall make a report at each Board meeting, assist in the preparation of the budget, assist in execution of fundraising plans, and make financial information available to Board members and the public.

**Special Responsibilities:**

- May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
- Will assist the national office manager in preparing the annual budget and presenting the budget to the board for approval.
- Ensures that appropriate financial reports are made available to the board.
- Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
- Works with the national office staff to ensure that appropriate financial reports are made available to the board on a timely basis.
- Recommends to the board whether the organization should have an audit. If so, selects and meets annually with the auditor in conjunction with the Finance and/or Audit Committees and answers board members' questions about the audit.
- Ensures sound management and maximization of cash and investments.
- Be certain that the financial structure of the Wilderness Education Association is adequate for its current needs and its long-range strategy.
- Be assured that published reports properly reflect the operating results and financial condition of the Wilderness Education Association.