Board Member Portfolio: Treasurer

**Role Overview**  
The Board Treasurer is central to the financial health and accountability of the organization. This officer provides vital oversight, clear reporting, and guidance to ensure the non-profit’s funds are managed with integrity and strategy.

**Roles and Responsibilities**

**1. Financial Oversight**

* **Budgeting and Financial Planning:**
  + Collaborate with the executive director and finance committee to develop an annual operating budget.
  + Ensure that financial goals align with the organization’s strategic plan.

**2. Financial Reporting**

* Regularly prepare and present comprehensive financial reports to the board, including income statements (actual vs budget), statements of cash flow, and balance sheets.
* Ensure timely preparation and distribution of all required financial statements (monthly, quarterly, annual).

**3. Internal Controls and Policies**

* Establish, review, and monitor appropriate financial control systems and policies to safeguard the organization’s assets.
* Ensure compliance with relevant financial regulations, ethical standards, and best practices.

**4. Financial Records Management**

* Ensure accurate and complete financial records are maintained at all times.
* Oversee bookkeeping and accounting systems for consistency and accuracy.
* Note: The Treasurer should not serve as the bookkeeper or handle the organization’s cash directly.

**5. Cash Flow Management**

* Track the organization’s cash flow, ensuring adequate liquidity to meet expenses and obligations.
* Approve major expenses and financial commitments as delineated in board policies.

**6. Compliance and Risk Management**

* **Audit and Tax Compliance:**
  + Oversee the annual audit or financial review process, engage with external auditors, and address findings.
  + Ensure organizational compliance with all applicable local, state, and federal law, including tax filings and reporting.
* **Financial Risk Assessment:**
  + Identify and assess financial risks and lead discussions on strategies for risk mitigation.

**7. Fundraising and Resource Development**

* Support the creation of fundraising plans and strategies, working closely with fundraising/development roles.
* Oversee management, tracking, and reporting of grants and donor funds to ensure proper use, compliance, and acknowledgment.

**8. Collaboration and Communication**

* **Liaison with Board and Committees:**
  + Serve as Chair of the Finance Committee, if applicable.
  + Work closely with the executive director and board on financial planning and implementation.
* **Stakeholder Communication:**
  + Communicate financial matters to donors, stakeholders, and partners as needed.
  + Present financial data and issues in accessible formats to ensure all board members understand organizational finances.

**9. Strategic Support**

* **Long-term Financial Planning:**
  + Contribute to the creation and execution of the organization’s long-term financial strategy.
  + Advise the board and leadership on the financial implications of strategic decisions.
* **Investment Oversight:**
  + Oversee management of organizational investments (if applicable), ensuring alignment with the organization’s mission and policies.

**10. Training and Development**

* Encourage and, when appropriate, lead financial literacy efforts for board members and staff to build overall financial understanding within the organization.

**Qualifications**

* Strong commitment to the organization’s mission and ethical financial stewardship.
* Financial experience, including budgeting, accounting, or financial oversight (non-profit experience preferred, but not required).
* Attention to detail, reliability, and strong organizational skills.
* Ability to communicate financial issues to both financial and non-financial audiences.

*Helpful, but not required:*

* Experience as a treasurer, accountant, auditor, or related financial role.
* Understanding of non-profit financial regulations and tax requirements.

**Time Commitment – 10-15 hours/month**

* Attend all board meetings and finance committee meetings as needed.
* Dedicate time to reviewing financial records, overseeing reporting, and ensuring timely filings.

**Measures of Success**

* Regular, comprehensive, and clear financial reports are provided to the board.
* Accurate, timely financial statements and records are maintained.
* Budgets are realistic, monitored, and financial goals are met.
* The organization remains compliant with all legal, regulatory, and audit requirements.
* Financial risks are identified, communicated, and managed proactively.
* The board and relevant staff improve their financial literacy under the Treasurer’s guidance.

**Support**

* Access to bookkeeping systems, templates, and reporting tools.
* Mentoring or guidance from previous board treasurers (if available).
* Collaboration with the executive director, fundraising chair, and other board members.

*Approved by the Board on: [Insert Date]*