



Board of Directors Treasurer Job Description (draft Feb 2022, updated Mar 31, Apr 20)

The Treasurer of the Board of Directors must adhere to all expectations outlined in the **Board of Directors Job Description** in addition to the Duties and Responsibilities listed below.

Term: three years, renewable

Duties and Responsibilities

In fulfillment of the foregoing and without limiting the generality thereof, the Treasurer:

- Acts as the corporate treasurer:
 - Acts as a signing officer
 - Chairs the Finance Committee
 - Leads the development of the annual budget (with the Executive Director) for approval by the Board
 - Reviews quarterly financial reports and presents as needed to the Board
 - Reviews investment reports (with the Executive Director) and presents as needed to the Board
 - Presents the fiscal year end report at the Annual Members' Meeting
 - Ensures the completion of an annual external review of Science Atlantic's financial records
- Serves on the Executive Committee
- Oversees the development and review of the organization's financial policies as they relate to investments, Holding Accounts, and fundraising
- Provides direction and support to the Executive Director in all matters financial including but not limited to fundraising strategy, Membership fees and other fees required to perform programs, duties, or tasks
- Other duties as the Board may specify

Reporting

The Treasurer reports to the Board.

Time Commitment

As required to accomplish major duties. (5 to 8 hours per month)



Science Atlantic

Qualifications

- Must be from a Member Institution of Science Atlantic
- Must hold or have held a senior position at a Member Institution