

Board of Directors Treasurer Role and Responsibilities

(Approved October 2023)

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: Two 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
- Provides direction and support to the Executive Director in all matters financial including but not limited to 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)

Qualifications:

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