



Job Description: Treasurer

Position: Officer of the Executive Committee

Reports To: Board of Directors

Term: Two-year term to start 1/1/2011; expires 12/31/2012

Responsibilities:

- 1) The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by the bylaws, or which may be assigned to him or her from time to time by the Board of Directors;
- 2) Present financial reports to the board on a quarterly basis and manages the Board's review process of and action related to the Board's fiduciary responsibilities;
- 3) Oversee the internal audit process of the organization;
- 4) Assist in the preparation and report on the status of the annual budget to the Board;
- 5) Ensure that financial documentation and filing requirements are met;
- 6) Be aware of IRS requirements regarding reporting for a non-profit organization and report such requirements to the Board on a quarterly basis;
- 7) Conduct succession planning that includes recruiting new Board members;
- 8) Voting officer position;
- 9) To perform all duties with highest regard to the fiduciary obligation of the Board.

Additional responsibilities include:

- 1) Perform any and all duties requested by law, by the articles of incorporation, or by the bylaws;
- 2) Make and enforce rules and regulations for its own actions;
- 3) Fill any vacancy on the Board of Directors or on a committee;
- 4) Meet at such times and places as required by the bylaws;
- 5) Register addresses with the secretary of the corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof;
- 6) Oversee committees, subcommittees, focus groups, board advisory councils and board task forces;
- 7) Ratify changes in the bylaws of SILA;
- 8) Establish new and adjust existing fees of the association;
- 9) Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level;
- 10) Investigate and recommend to the membership any matter pertaining to the welfare of the organization;
- 11) Approve all staff positions, including consultants;
- 12) Approve all salaries and benefits for SILA staff;
- 13) Elect persons for honorary membership;
- 14) Submit an annual report to the membership;
- 15) Provide criteria for affiliate relationships and granting affiliation to legally organized groups.

Qualifications:

- 1) Active SILA member in good standing for at least three years;
- 2) Directors shall be of the age of majority in the state of corporation (Indiana);
- 3) Have experience in goal-setting, planning, policy development, resource development, corporate oversight, evaluation and decision making, including budget preparation, hiring and termination of employees. Accounting knowledge is also preferred.