



Secretary-Treasurer

ROLES AND RESPONSIBILITIES

The secretary-treasurer is elected for a 4-year term.

The secretary-treasurer:

- a. Serves as the financial officer of the organization
- b. Chairs the finance committee
- c. Maintains a substantive understanding of the organization's financial condition
- d. Ensures board review of and action related to the board's financial responsibilities
- e. Works with the executive director to ensure that appropriate financial reports are made available to the board on a timely basis
- f. Works with the executive director to ensure review of the annual budget by the finance committee, as well as preparation for review and approval by the Board of Directors.
- g. Reviews the monthly financial statements
- h. Reviews the annual audit to determine the financial condition of the organization
- i. Reviews minutes of board meetings and the business meeting prior to their circulation
- j. Serves as a member of the executive and the journal trust fund & investment committees.
- k. Provides oversight to the organization's archives.

QUALIFICATIONS AND COMMITMENTS

- a. Must be readily available and accessible to staff to meet check signing responsibilities and other financial matters that may arise
- b. Basic knowledge of budgeting and finance is essential. Candidates must understand basic financial terminology and be able to read financial statements in order to ascertain the financial health of the organization. The secretary-treasurer must be able to communicate effectively with the executive director, executive officers, board of directors and auditor



- c. As chair of the finance committee, the secretary – treasurer participates in regularly scheduled conference calls to review financial statements
- d. Previous committee experience and/or service on the board of directors is recommended

TIME COMMITMENT

Average time commitment is several hours per month. The secretary-treasurer must attend board meetings (two each year - one in the fall and one in the spring immediately preceding the Annual Meeting); participate in conference calls and the annual meeting.