



ECHO – East County Historical Organization

Position Title – Treasurer

Regular Term – Two years
Reports to – Board Chair

The ECHO Bylaws provide: *(subject to updates)*

Article V, Section 5. Officers and Their Duties - The Treasurer shall oversee all financial transactions of the Corporation, cause all financial reports, returns or statements of the Corporation to be prepared, and present an Annual Report of the financial status of the Corporation to the Board.

Role:

The Treasurer is our financial leader and translator of financial information and financial concepts to the board. The treasurer will need to help to explain and re-frame this information until everyone understands. It's also the treasurer's role to interpret and translate the board's questions, goals, or concerns about the financial information or financial situation to the staff and bookkeeper.

Requirements:

1. Review, understand, and commit to the Member at Large position
2. Seeks or has established leadership experience within a non-profit board.
3. Financial knowledge of the organization.
4. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
5. Understanding of financial accounting practices for nonprofit organizations.

Responsibilities:

1. Attend all board meetings, plus serves on the executive and internal affairs committee.
2. Manages, with the Internal Affairs Committee, the Board's review of, and action related to, the Board's financial responsibilities.
3. Works with the Executive Director and bookkeeper to ensure that the board has a thorough understanding of the financial reports and budgets.



4. Ensures those reports are made available to the Board on a timely basis.
5. Assists the Executive Director and bookkeeper in preparing the annual budget, and presenting the budget to the Board for approval.
6. Works with the Internal Affairs Committee and the Executive Director to develop fiscal policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
7. Works with the Internal Affairs Committee and the Executive Director to develop long-term financial strategies.
8. Review the annual audit and answer board members' questions about the audit.
9. Keeps informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.
10. Performs other responsibilities as assigned by the Board.

Additional Time Commitment: (approximate)

- Budget and fiscal planning (4-5 hours per year)
- Audit planning, oversight, and presentation prep (4-5 hours per year)
- Meet with Executive Director and Bookkeeper before each board meeting to review reports (1-2 hours per month)
- Miscellaneous phone calls and video chats to discuss planning and finance management (1 hour per month)
- Other financial planning and management tasks (as needed)

Note: This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Treasurer, but it is not necessarily the Treasurer who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.