**BOARD TREASURER | JOB DESCRIPTION**

**Purpose:**

To help ensure the fiscal integrity of the organization by providing oversight of its financial activities and ensuring the accuracy of all financial records.

**Responsibilities:**

* Attend all board meetings.
* Using the proper chain of command, work with staff to review and submit full and accurate financial information to the rest of the board in an appropriate format.
* Review the organization’s annual audit and answer any questions other board members may have about it in conjunction with the audit committee.
* Ensure that the board’s fiscal policies are being followed.
* Give regular reports to the board as to the financial health of the organization.
* Chair the finance committee.
* Assist, as appropriate, the executive director in preparing the organization’s annual budget.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_