

# **TREASURER OF THE BOARD**

## **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.

## **DUTIES AND RESPONSIBILITIES**

- Attend all board meetings.
- Using the proper chain of command, work with administrator and/or fiscal sponsor to review and submit full and accurate financial data to the board.
- Review and discuss the organization's annual audit with the board and/or audit committee.
- Give regular reports to the board as to the financial health of the organization.
- Chair the finance committee when requested to do so by the full board.
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.