



Board Position Description	
Title:	Treasurer
Term:	2 Years
Section	Description
Role	The Treasurer is responsible for the management of chapter funds, financial records and financial reporting to the IIBA.
Key Responsibilities	<ol style="list-style-type: none"> 1. Give regular reports to the Board on the financial state of the organization 2. Keep financial reports on file and orient the new Treasurer 3. Act as signing officer with the President for checks and other documents <ol style="list-style-type: none"> a. Manage the day-to-day financial affairs of the Board b. Manage the accounting of the funds of the organization, its budget and expenditures 4. Keep full and accurate accounts of all organizational receipts and disbursements 5. Receive and bank all monies due to the organization 6. Disburse all monies as directed by the Board 7. File necessary financial reports, tax reports and audits 8. Ensure compliance with local and corporate fiduciary responsibilities
Ad-hoc Responsibilities	<ol style="list-style-type: none"> 1. Commitment to the work of IIBA 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy 3. Willingness to serve on committees 4. Attendance at Board meetings 5. Attendance at meetings of assigned committees 6. Attendance at the AGMs 7. Attendance at membership meetings 8. Support of special events 9. Support of, and participation in, special events 10. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees

	<ol style="list-style-type: none"> 11. Monitor all Board policies 12. Review the bylaws and policy manual, and recommend bylaw changes to the membership 13. Review the Board's structure, approve changes and prepare necessary bylaw amendments 14. Participate in the development of the chapter's organizational plans and annual review 15. Approve the chapter's budget 16. Support and participate in evaluating Director performance 17. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the chapter's mission
Required Skills	<ul style="list-style-type: none"> • Current on IIBA policies • Strong administrative and financial management skills • Organized and detail oriented • Enjoy working with people
Estimated Monthly Time Commitment	10-15 hours