**BOARD OF DIRECTORS JOB DESCRIPTIONS: Elected Positions**

**TREASURER**

***OVERVIEW***

The Treasurer is an elected official who sits on the Board of Directors and is the chair of the Finance Committee. The Treasurer oversees the organization’s finances.

**Responsible to:** VAND Membership and the Board of Directors

**Term of Office:** Two years. Term begins June 1 and ends May 31 of the following year.

**Voting Member Status:** Voting Member of the VAND Executive Committee and BOD

**Responsibilities:**

1. Chair the Finance Committee (see the Committee Chart for members).
2. Maintains minutes from all Finance Committee meetings, which will act as part of committee report to be included in Consent Agenda for subsequent Board of Directors meeting. Sends minutes to Website Administrator to post in Committee’s Section of Members-only website.
3. Have custody of all funds and securities of VAND.
4. Notify all officers and chairs of each committee, of the amount of money budgeted for the use of that office or committee
5. Assure that full and accurate financial records are kept and coordinate external audit audited as advised by the Academy.
6. Report the financial status of VAND at all Board meetings and membership meetings.
7. Pay all bills incurred by VAND promptly.
8. Deposit receipts in the name of and to the credit of the VAND in depositories approved by the BOD.
9. Review all bank statements and financial documents with the Member-at-Large on a quarterly basis.
10. Annually, in counsel with the Finance Committee, prepare the next year’s annual budget of VAND (see Policy #7: Budget Preparation) and submit it to the BOD for approval.
11. Have any and all other powers and functions usually vested in the office of Treasurer.
12. Supervise that the completion of the VAND tax return meets the Academy’s current requirement.
13. Work with President to ensure Non-Profit Status and state incorporation is current on an annual basis.
14. Maintain a current W9 form for VAND.
15. Collect registrations, payments and meal preferences for VAND Annual Meeting. Organize registration list and update Annual Meeting Planning Chair on timely basis.
16. Assure advertising rates are reviewed annually within the Finance Committee and presented to the BOD for approval.
17. Coordinate with Website Administrator to add html codes for PayPal on website.
18. Provide contact information to President for BOD directory, including personal email to enable forwarding of eatrightvt.org address (Treasurer@eatrightvt.org).

**Committee Memberships:** Chair the Finance Committee and serve on the Fundraising, Program Planning and the Strategic Planning Committees (refer to the Committee Chart for members).

**Time Commitment:** 1-4 hours per month though this may vary per month and activity of the organization.

**Qualifications:**

* Active or Retired Member of VAND and Academy
* Experience with budgeting and financial oversight is recommended