

# TREASURER

## Role Expectations

By accepting to serve in the role of **Treasurer**, the elected agrees to:

- Assume responsibilities for this role at the meeting immediately following election or appointment.
- Actively participate in all Executive Board meetings, annual and mid-year strategic planning meetings and all other meetings called by the Board.
- Actively participate and collaborate in the planning and implementation of all events, such as quarterly workshops, annual conference, meetups and any other event sponsored by ATI.
- Serve and participate as a voting member of the Executive Board.
- Oversight of cash, checks and deposit.
- Reconcile the bank statements, OR write checks, but not both.
- Make deposits within a week, with no cash back.
- Administer fiscal matters of the organization.
- Ensure development and board review of financial policies and procedures.
- Provide annual budget to the board for members' approval.
- Serve as the main signer on all ATI bank accounts and main responsible party on bank account maintenance.
- Display financial literacy, attention to detail, timeliness in completing tasks, neat and accurate record keeping, understanding of financial accounting for nonprofit organizations.
- Document and update regularly financial policies and procedures.
- Maintain accurate financial records and complete required financial reporting in a timely fashion throughout the year. Have this information available to be reviewed at any time by ATI's Executive Board members.
- Answer board members' questions about financial reports and financial matters in general. Make sure the board understands its financial obligations.
- Keep a calendar and update regularly, of filing requirements, upcoming payments and dates when bills are due.
- Review and reconcile the bank statements in conjunction with ATI's Secretary.
- Support outgoing checks by an approved invoice and incoming checks by a receipt.

### Additional duties:

- Collaborate with ATI's Secretary on registering members at Workshops and Annual Conference.
- Collect member dues and follow up according to ATI's procedure. In coordination with the Secretary appropriately handle dues, invoices, and Membership Roster.

The ATI Executive Board reserves its right to remove a serving Board Member from any of the Executive Board positions at any time by submitting the request for removal to the Board for proper voting. Such decision will be based on performance issues or any other reason that the Board considers to be against the best interest of this organization. Similarly, the board member serving ATI in this position may resign at any time, with or without reason, by submitting a written resignation to the Board.

If at any time during their tenure the fulfillment of the duties and responsibilities is disrupted by a period longer than 3 months, the member serving as **Treasurer** agrees to voluntarily resign to this position.