

Treasurer

Description

The Treasurer is a voting member of the board, elected by majority vote by the membership of the association

- Reports to President of the board
- Term commitment is two calendar years
 - May be re-elected for one additional term
- Experience in budgeting, accounting, or bookkeeping preferred
- ARSL member in good standing
- Commitment to the Mission and Values of ARSL
- Requires considerable time and support

Responsibilities

Serve as an active member of the ARSL Board

- Attend ARSL meetings and events
 - Online board meeting every other month
 - Annual conference
 - Annual in-person retreat
 - Attend additional meetings as requested
- Familiarize yourself with the issues before the board and prepare in advance for discussion and decision-making; follow up with the board on assigned tasks and timelines
- Promote ARSL membership and participation
 - Assist ARSL members in becoming active and engaged participants in the organization
 - Complete succession planning tasks as necessary for continuity across election terms
 - Serve as a committee liaison or as a member of a committee
- Work with Executive Director to update strategic plan, and/or annual work plans for the coming year for review by the board
- Meet with the Executive Committee (President, Past President, Vice President/President-Elect, Secretary, Treasurer) and Executive Director as needed

Serve as Finance Committee Chairperson

- Work with Executive Director to oversee creation of annual budget
- Review monthly financials
- Review financial policies and procedures