



BOARD TREASURER JOB DESCRIPTION

The OAFC Bylaws provide:

Section 8. Treasurer. The Treasurer shall have custody and charge of and be responsible for all funds and securities of the Association; receive and give receipts for money due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association; and, in general perform all duties associated with the office of Treasurer, and such other duties as from time to time may be assigned to him or her by the President, the Board of Directors, or the Executive Committee.

The Treasurer is elected at the annual meeting of OAFC to hold office for a three-year term, or until a successor is elected and qualified, and is eligible for re-election for one additional consecutive three-year term.

Requirements:

1. Financial knowledge of the organization.
2. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
3. Understanding of financial accounting for nonprofit organizations.

Responsibilities:

1. Serves as Chair of the Finance Committee.
2. Manages, with the Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities.
3. Works with the Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis.
4. Assists the Executive Director in preparing the annual budget, and presenting the budget to the Board for approval.
5. Works with the Finance Committee and the Executive Director to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
6. Works with the Finance Committee and the Executive Director to develop long-term financial strategies.
7. Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.

Adopted by Board of Directors – October 14, 2016

Please send a letter of interest to Deb Miller at deb@ohiofreeclinics.org!