**Position Description**

**Position:** Treasurer

**Purpose of Position**: Provides financial oversight to the Association. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 5 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Serve as the chair of the Finance Committee by recruiting and providing leadership.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Attend all board meetings.
6. Member of the Executive Committee, attend all meetings.
7. Maintain knowledge of the organization and personal commitment to its goals and objectives
8. Understand financial accounting for nonprofit organizations
9. Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
10. Work with the executive director and finance committee to assure that the organization has sound financial policies and procedures and follows them.
11. Work with the executive director to ensure that appropriate financial reports are made available to the board on a timely basis
12. Assist the executive director in the preparing the annual budget; engage the finance committee in reviews and revisions of the annual budget; present the annual budget to the board for approval
13. Contribute, as appropriate to MAVA annual report, newsletter and website.
14. Orient new Treasurer to position and transfer records and materials.
15. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Requirements:**

1. Familiarity with nonprofit financial management.
2. Attention to detail and knowledge of accurate record keeping and procedures
3. Must pass a background check

**Benefits:**

1. Experience in managing Association’s financial issues, goals and projects

2. Enhance management skills through a leadership position in a statewide association

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