



## **Autism Society of Colorado**

### **Treasurer of the Board of Directors (Volunteer)**

#### **Job Description**

The Treasurer of the Autism Society of Colorado is a volunteer position held for a one-year term, which may be extended for up to three total one-year terms.

The Board Treasurer is responsible for overseeing the management of the financial affairs of the organization. The Treasurer may delegate financial administrative duties to the Executive Director, who may assign a staff member or a contract bookkeeper.

The Treasurer reports to the Board concerning the organization's ongoing financial viability and stability while monitoring the organization's financial health.

Specifically, the Treasurer:

- I. Plays a key leadership role in the operation of the organization.
  - Maintains knowledge of the organization and demonstrates a personal commitment to its goals and objectives.
  - Is familiar with and ensures adherence to the organization's bylaws.
  - Serves as financial officer of the organization and ensures that accurate financial records are maintained for the organization.
  - Offers guidance to the Executive Director, ensuring good fiscal planning, decision-making and oversight at a governance level.
  - Works directly with the Executive Director, bookkeeper, or other staff in maintaining or developing and implementing financial procedures and systems.
  - Ensures development and Board review of the organization's financial policies.
  - Serves as a signer or co-signer of checks with the Executive Director and or the Board President.
  - Manages the Board's review of and action related to the Board's financial responsibilities.
  - Works with the Executive Director to prepare the annual budget and present the budget to the Board for approval.
  - Ensure that appropriate financial reports and documents are made available to the Board on a timely basis.
  - Regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health.
  - Review the annual internal audit and answer Board members' questions about the audit.

- I. Plays a key leadership role in the operation of the organization (continued)
- Recommend to the Board whether the organization should have an audit. If so, select and meet annually with the auditor in conjunction with the Executive Director.
  - Ensure that all procedures relevant to maintaining non-profit status and other licenses are in place.
  - Ensure that government tax filings and remittances are submitted on a timely basis

Requirements:

To be the Board Treasurer, an individual must have:

- An understanding of and experience with sound financial management and reporting practices.
- An appreciation of the kind and level of financial information needed at a nonprofit board level to support decision making.
- Served at least six months on the ASC Board (unless the Board by unanimous vote agrees to waive this last requirement).