



JOB TITLE: TREASURER

JOB PURPOSE: PROMOTE THE MISSION, PROGRAMS AND IMAGE OF THIS ORGANIZATION

TREASURER PROFILE:

The mission of this organization is to ensure humane, compassionate treatment of all animals entrusted to its care, reunite lost animals with their owners, provide for all adopted animals to be placed in responsible, permanent homes and extend humane education to the public.

The primary result expected from the **TREASURER** is to demonstrate leadership behaviors while setting outcomes and establishing standards of conduct, assure that policies can be properly and consistently implemented through appropriate organizational structure and assure that the BOD lives up to its duties, roles and responsibilities.

DUTIES OF TREASURER:

Exercise the following legal duties at all time while serving this organization:

1. The Duty of Care by using reasonable care and competency when making decisions.
2. The Duty of Loyalty by making decisions based on the best interest of the organization and putting aside personal benefit.
3. The Duty of Obedience by being faithful to the accomplishment of the organization's mission.

RESPONSIBILITIES/ EXPECTATIONS:

1. Attend all board meetings and functions, such as special events
2. Ensure that the books and accounts of the Corporation are audited annually by a qualified person or accounting service as approved by majority of the Board
3. Prepare an annual budget for the following fiscal year to be submitted to the Board for approval prior to the end of the fiscal year
4. Ensure the timely preparation and filing of tax returns and reports as may be required
5. Ensure that donations are acknowledged in a timely manner in accordance with the current Internal Revenue Service regulations
6. Submit and present to the membership meeting an annual income statement and balance sheet for the preceding year that has been prepared by an accountant or accounting firm and approved by the board
7. Supervise the payment of the Corporation's bills
8. Report the Corporation's financial status at each meeting of the Board

9. Be informed about the organization's mission, services, policies and programs
10. Review agenda and supporting materials prior to board and committee meetings
11. Serve on the executive and finance committee or task forces and offer to take on special assignments
12. Inform others about the organization
13. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
14. Keep up to date on developments in the organization's field
15. Give significant in kind services, volunteer hours or cash contributions to the organization
16. Follow conflict of interest and confidentiality policies.
17. Refrain from making special requests of the staff