



## Board of Directors Job Description

**Title:** Treasurer

**Term:** Two Years

**Responsible to:** Board of Directors, reports to the Board Chair

### General Responsibilities:

1. Contribute to the strategic priorities and direction of WIAL-USA by participating in regular strategic planning and monitoring of performance towards plan results.
2. Represent WIAL-USA and its programs and services to stakeholders including community, funders, and potential clients.
3. Ensure the financial health of WIAL-USA through conformance of up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
4. Ensure effective performance of WIAL-USA's programs through ongoing program planning and evaluation.
5. Ensure conformance to federal, state, and local policies and procedures.
6. Periodically review and ensure familiarity with WIAL-USA policies, bylaws, strategic plan, roles and responsibilities, and budget.
7. Regularly attends and actively participates in all Board of Directors teleconferences and meetings. At a minimum, Board members are expected to attend two-thirds of all meetings.
8. Dedicates a minimum of five hours per week to WIAL-USA activities.
9. Contribute to submitting a blog at least twice a year and is expected to contribute to the quarterly newsletter with new information for the membership at large.
10. Stays informed regarding Board policies and committee matters, prepares well for meetings, and reviews minutes and reports.
11. The Board position has a term of 2 years. The incumbent's performance will be evaluated after 9 months.

**Specific Duties:** In addition to the "General Responsibilities" and "Specific Duties" listed in the job description of Board Member:

1. Oversees the management of the finances of WIAL-USA as approved and reviewed by the Board.
2. Serves as Chair of the Finance Committee.
3. Develops annual budget with Board Chair and Association Manager, and presents to the Board for members' approval .
4. Oversee, maintain and approve daily expenses.
5. Makes financial information available to Board members and the public.
6. Presents a financial report at each Board meeting.
7. Helps develop fundraising plans.



8. With the Board Chair, administrates fiscal matters of the Board.
9. Responds to annual audit and ensures that audit issues and recommendations are fully addressed.
10. Ensures that all financial filings (taxes, W-9s, etc) are performed so that WIAL-USA remains in compliance and in good standing.
11. Ensures development and Board review of up-to-date financial policies and procedures.
12. Ensures financial policies and procedures are adhered to by the Board and contract staff.
13. Ensures all Board members have sufficient understanding of finances in order to make timely decisions for the organization.
14. As a member of the WIAL-USA Executive Committee, the Treasurer will serve on the Nominating committee.
15. As a member of the WIAL-USA Executive Committee, the Treasurer will devote a minimum of 10 hours per week to WIAL-USA-related work.
16. As a member of the WIAL-USA Executive Committee, the Treasurer will be expected to perform additional work as needed to ensure the successful ongoing operations of the organization.