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BRD-06-02.08.06 Board and Board Members

Leadership Responsibilities Description: Treasurer of the ACRP Board of Trustees

In addition to the expectations listed in the Leadership Responsibilities Description of an Individual Member of the Association Board of Trustees (ABoT), the Treasurer shall serve as the Chair of the Finance Committee. The Treasurer shall have charge of and be responsible for oversight of the finances of the Association and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Chair of the Board. Specific duties of the Treasurer of the Board include the following:

General Responsibilities

- Demonstrate an understanding of financial accounting for non-profit organizations, reading financial reports, and have knowledge of ACRP and a personal commitment to its goals and objectives.
- Working with the Finance Committee, Executive Director, and the Director of Finance, leads the development and maintenance of financial policies.
- Ensure ACRP's annual operating budget and business plan is prepared and distributed to the Board, to be approved by the Board each year prior to the commencement of the Association's fiscal year.
- Ensure annual financial reports of the Association are prepared and distributed to the Board.
- Review the annual audit and answer Board members' and membership questions about the audit.
- If authorized by the Board, the Treasurer may obtain a surety bond on behalf of the Association.
- Serve as a member of the Executive Committee and Chair of the Finance Committee.
- Perform any duties as assigned by the Board Chair.

Meetings

- Attend all Association Board, Executive Committee, and Finance Committee meetings.
- Oversee the financial aspects of Board decisions and make recommendations to the Board in financial matters.



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- Regularly report to the Board on activities of the Finance Committee.
- Preside at all meetings of the Finance Committee and, working with the Executive Director and Director of Finance, to develop and review agendas and materials for these meetings.
- Present the consolidated financial report to the membership during the Annual Business meeting of the members.

Relationship with the Executive Director

- Support the Executive Director and foster a relationship based on mutual trust and respect.

Fiduciary Responsibilities

- All trustees have a fiduciary responsibility to oversee ACRP's financial performance. Trustees will regularly assess the organization's financial policies and procedures, approve the annual budget, and review financial reports and audits to ensure that the organization has the resources necessary to carry out its mission and support its headquarters' operations.

Ambassadorial Service

- When asked, represent and promote the organization in the community through regular Chapter involvement and at conferences.

MONITOR AND REVIEW SCHEDULE

Monitor as needed and review every even year by the Governance Committee.

Dates Reviewed by Committee

June 2013

August 1, 2016

Dates Modified by Committee

June 2013

April 8, 2016 by staff to remove references to APCR

August 1, 2016

Dates Approved by Committee



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June 2013
August 1, 2016

Dates Reviewed by ABoT

June 20, 2013
August 10, 2016

Dates Approved by ABoT

May 24, 2012
June 20, 2013
August 10, 2016