

VBODA Treasurer
(Job Description)

The Treasurer, appointed by the President, serves as custodian of all funds of the Association and the maintenance of all accounts as approved by the Executive Board. He/she shall present an account of all monies received and disbursed at each meeting of the Executive Board and the general membership. The Treasurer supervises the creation of an annual budget in cooperation with the President. He/she shall pay all financial statements and disbursements as authorized by the President, Executive Board, and/or general membership, and maintain liaison with the VMEA Treasurer regarding all matters of mutual interest. The Treasurer serves on the President's Committee and is eligible to serve consecutive terms, as appointed.

- General financial oversight
 - Oversee and present budgets, accounts and financial statements to the executive board and membership
 - Liaise with designated staff about financial matters
 - Ensure that appropriate financial systems and controls are in place
- Funding
 - Advise on the organization's funding
 - Ensure use of funds complies with conditions set by organization
 - Ensure effective monitoring and reporting
- Financial planning and budgeting
 - Prepare and present budgets
 - Advise on financial implications of strategic and operational plans
- Financial reporting
 - Present regular reports on the organization's financial position
 - Prepare accounts for audit and liaising with the auditor, as required
- Banking, book-keeping and record-keeping
 - Manage bank accounts
 - Set up appropriate systems for book-keeping
 - Ensure everyone handling money keeps proper records and documentation
- Control of fixed assets and stock
 - Ensure proper records are kept
 - In all of these areas the Treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements.
- Contracts
 - Issues and signs contracts as required by the organization for official business