**Communities In Schools of XXXX County**

**Board Job Description – Treasurer**

* Provide executive oversight of the financial affairs of the organization
* Serve on the Executive Committee and lead the Finance Committee
* Understand financial accounting for nonprofit organizations
* Recruit members with diverse perspectives and experience to serve on the Finance Committee

* Ensure that timely and accurate financial reports, including actual results compared to budget projections, are provided to the board at least quarterly
* Prepare draft annual budget, in consultation with staff and Finance Committee members and present to full board for approval
* Ensure that all financial procedures and controls are followed
* Attend all Board Meetings and Executive Committee Meetings
* Schedule training for board members to ensure that every board member is equipped to review and comprehend financial reports and discharge their duty of care with respect to fiscal oversight
* Participate as a vital part of the board leadership
* Ensure that IRS Form 990 is reviewed by the full board prior to submission to the IRS and is signed by a board officer
* Assume responsibilities of the Board Chair in the absence of the Board Chair, Vice Chair and Secretary
* Carry out special assignments as requested by the Board Chair