



## Treasurer

### *Position Description*

The Treasurer is appointed by the AMUG Board of Directors and serves on the Board of Directors as an Officer of the Corporation for three years and the following 1 year as the Immediate Past Treasurer. The Treasurer is the Chief Financial Officer of the AMUG Organization and responsible for all funds, securities, deeds and other assets belonging to AMUG, subject to any finance-related policies as may be imposed by the Board of Directors. The Treasurer must be a U.S. citizen and adhere to a background check prior to appointment.

### **Primary responsibilities of the Treasurer include, but are not limited to:**

- Financial Management and Oversight
  - Manage or oversee the management of the financial affairs of the organization, including but not limited to:
    - Managing and coordinating with the organizations bank.
    - Managing cash flow.
    - Reconciling bank statements with the Director at Large.
    - Reconcile the organizations conference expenses with the Director, Event & Hospitality.
  - Responsible for investing funds consistent with applicable laws, as approved by the Board of Directors
  - Create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies.
  - Fiduciary oversight of all contractors and vendors through official contracts and agreements.
  - Works with the Governance Committee to implement policies to update and communicate regarding financial items such as: check signing authority, expense reimbursement, credit card usage, and petty cash policies, if applicable.
- Budgets
  - Prepares, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
    - Treasurer works with the Director, Event & Hospitality throughout the fiscal year to build, maintain, and monitor a well-defined budget for the AMUG Conference. Multi-year process.
    - Treasurer reviews the contracts and bills related to the AMUG Conference and related activities with the Director, Event & Hospitality.
    - Treasurer works with the Director, Event & Hospitality to resolve any discrepancies with vendors and contractors.
  - Develops a budget that supports AMUG corporate goals and drives decision-making as it relates to AMUG's success in achieving its mission, vision, objectives and purpose.
  - Presents budget to the Board of Directors for approval, however, the Treasurer should be prepared to explain and justify the document.
- Reports
  - The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios.
  - The Treasurer should keep the board apprised of key financial events, trends, and concerns, and assessments of the organization's fiscal health.
  - The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.
- Financial Liaison
  - Translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience.
  - Spend time learning the particulars of the organization's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments.
  - Facilitate and encourage the Board of Directors strategic thinking about the short- and long- term financial vitality of the organization in relation to its advancement of the organization's mission.
  - Ability to appraise and communicate financial risk and value to Board of Director proposals.
  - *California nonprofits must also be cognizant of California law, which requires nonprofit organizations to have a Treasurer and/or a Chief Financial Officer (CFO). Organizations may elect to have both a Treasurer and a CFO, with, for example, a board member Treasurer operating supplementary to the staff member CFO. In such case, the board Treasurer's duties and responsibilities may be more focused on broader policies and oversight. Where an organization has a Treasurer but has not designated a CFO in its bylaws, the Treasurer will be considered the CFO by operation of law.*
- Any responsibilities, required by law or such other duties as from time to time may be assigned by the President or Board of Directors.
- Provide AMUG Newsletter content as required.
- Provide updates and reports as it relates to Treasurer duties to the Board of Directors as necessary.
- Treasurer is the primary point of contact for the AMUG Board of Directors with the AMUG Organization Outside Counsel and Lawyer.



## TREASURER JOB DESCRIPTION

AMUG Board of Directors

- Committee Participation:
  - Serves on Executive Committee as an Officer of the Corporation;
  - Chairs the Finance Committee;
  - Board liaison for the Recognition Committee;
  - Interfaces with other committees as necessary.

### Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Ability to serve as Immediate Past Treasurer.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

### Term

- Treasurer position is a minimum 4-year commitment with 3-years serving as Treasurer and the following 1 year serving as Immediate Past Treasurer.
- No limitation on the number of terms.

### Qualification

No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Treasurer must be a U.S.A. citizen.

Treasurer must adhere to a background check prior to appointment.

### Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.

*See next page for Immediate Past Treasurer job description*



## Immediate Past Treasurer

### *Position Description*

The Immediate Past Treasurer serves as a non-voting member of the Board of Directors for one year, aiding the appointed Treasurer Board of Directors through the position transition to assure continuity of the AMUG mission, vision, purposes and objectives as outlined by the AMUG Bylaws.

### **Primary responsibilities of the Immediate Past Treasurer include, but are not limited to:**

- Provide training to the in-coming appointed Treasurer.
- Provide guidance to the Treasurer once transition of office is complete.
- Perform such other duties as directed and requested by the President or the Board of Directors.
- Provide updates and reports to the Board of Directors as necessary.
- Assist the Treasurer with the AMUG Organizations Outside Counsel and Lawyer as needed.
- Committee Participation:
  - Serves on the Finance Committee.

### **Expectations**

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the newly appointed Treasurer.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

### **Qualification**

Immediate Past Treasurer may only be held by an individual that previously served as Treasurer. Should the Immediate Past Treasurer be unavailable, the Board of Directors can appoint a previous AMUG Past Treasurer to fill the position or seek outside counsel.

### **Experience**

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.  
Immediate Past Treasurer position requires the individual to have preceded in the Treasurer position.