

CLA Treasurer Position Description

Authority

The function and authority of the Board are set out in the CLA Bylaws:

"The function of the Board shall be to set broad general policy and plan the direction of the Association, set Standing Rules, conduct the business of the Association, establish committees, appoint, employ and evaluate the Executive Director among other duties."

(Article XI, Section 1 A-E.)

The Treasurer is elected to a three-year term.

Role/Responsibility

The CLA Treasurer shall serve as a member of the Board of Directors and chair of the standing Finance Committee. The Treasurer will manage and report on the Association's finances at each Board meeting. S/he shall insure that adequate and correct books and records of account are kept. S/he shall oversee submittal of reports of the financial status of the Association to the Board of Directors and the membership. S/he is responsible for chairing the Fund development responsibilities for the Annual Conference and other CLA programs.

As a member of the Board, the Treasurer has the responsibility to participate in forming policy, to support Board decisions, to support membership in CLA and to act corporately.

Other Specific Duties of the Treasurer

- Ensures that the Board's financial policies are being followed:
- Reviews the Financial Handbook annual and provides appropriate updates to the policy. Reports to the Board of Directors and general membership on finances
- Prepares any required financial reporting forms
- Maintains all bank and investment accounts
- Oversees all financial transactions
- Serves as an original or secondary signatory on all accounts when required
- Works along with the staff person to monitor activities of the Bookkeeper
- Ensures all receipts are deposited in such bank accounts as determined by the Board
- Must keep board informed as to whether income and expense projections are turning out as predicted, so if not, the Board can make the appropriate adjustments.

The Treasurer takes the lead role in the preparation of the budget for the upcoming year. By developing a balance sheet to assess the financial health of the association, and by analyzing the current budget and comparing it to the last budget, the Treasurer, along with CLA's bookkeeper and/or other CLA staff, should be able to develop a budget that can satisfy the needs of the Association while being fiscally responsible.

Ultimately, the Treasurer reviews the annual audit and answers board members' questions about the audit.

Qualifications

To serve on the CLA Board, a nominee must be a current individual member of CLA and be willing to promote CLA Institutional Memberships.

A nominee needs to have the support of his or her library jurisdiction. This includes making available the financial resources to pay all expenses associated with attending two to four Board meetings per year and to devote time to CLA issues.

Desirable qualifications include:

- Financial literacy
- Attention to detail
- Timeliness in completing task
- Accurate and organized record keeping
- A willingness to ask the hard questions

S/he must understand financial accounting for nonprofit organizations. The nominee should be able to demonstrate effective experience in preparing, defending, and monitoring budget expenditures in a library and/or business environment and will be able to speak clearly and succinctly about budget matters. A familiarity with accounting principles is preferred.