



SMS Board of Directors Treasurer

Job Description

Accountability

The SMS is seeking applications and nominations for the position of SMS Board Treasurer. The Board Treasurer is an executive and voting member of the SMS Board of Directors and is appointed in a manner consistent with the bylaws. He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

Time Commitment

10 – 15 hours per month for board meetings, meetings with the Executive Director, committee meetings, financial review, and treasurer's reports.

Term of Office

Three years with the possibility of renewal for a second term.

Roles and Responsibilities

The Treasurer will offer guidance to the Executive Director in ensuring good fiscal planning, decision-making, and oversight at a governance level.

His/her principal duties are to:

- Advise on the development of high-level financial policies and their review by the Board.
- Review the appropriate monthly, quarterly, and annual financial statements and banking reconciliations to monitor the financial health of the organization and expenditures.
- Ensure that the Board is regularly apprised of and monitors the organization's financial performance; review SMS investment reports and advise the Board on investment policies.
- Assist in the preparation of the annual budget and its presentation to the Board for review; ensure that government tax filings and remittances are submitted on a timely basis.
- Review the external audit to identify any record keeping problems or deficiencies and work with the Executive Director to address them.
- Assist the Executive Director and Board chair with the development and presentation of the annual report; present or co-present the organization's financial report at the annual meeting.
- Help, along with the Executive Director, keep the Board informed of important financial events, trends, and issues relevant to the organization.

Committee Membership

The Treasurer is automatically a member of the Executive and Audit Committees and chairs the Finance Committee.

Qualifications

- Commitment to the organization's mission and strategy.
- Membership in the SMS is required; holding previous leadership positions in the SMS is preferred.
- An understanding of, and experience with, good financial management and reporting practices.
- An appreciation of the kind and level of financial information needed at a Board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described.