**INAFSM Board of Directors Job Description**

**TREASURER**

**Duties as Stated in By-Laws:** “The Treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The Treasurer shall oversee and keep the Board informed of the financial condition of the corporation and of audit or financial review results. The Treasurer shall perform all duties properly required by the Board and listed in the Treasurer’s job description.”

**Responsibilities:**

* Attend all board meetings.
* Serve on the executive committee.
* Maintain knowledge of the organization and personal commitment to its goals and objectives
* Understand financial accounting for nonprofit organizations and existing procedures for INAFSM.
* Prepares and submits written report to Board members prior to each Board meeting.
* Includes actual bank statements in reports.
* Present the annual budget to the board for approval.
* Review the annual finances and answer board members' questions about the finances.
* Carry out special assignments as requested by the board chair.
* Participate as a vital part of the board leadership.
* Keeps job description and all Treasurer position documents up to date.