

OFFICE OF TREASURER POSITION DESCRIPTION

March 3, 2024



Position Title – Treasurer, Stars Board of Directors (Board)

Position Type – Volunteer (10 - 15 hours per month)

General Description -- The **Treasurer** is an official officer of the corporation. The **Treasurer** shall ensure financial accountability of the organization and oversee an ongoing process of budget development, approval and review. The Treasurer shall oversee STARS' financial accounts and records of the corporation.

Duties and Responsibilities

- Report on the state of the organization's finances at each Board meeting and the Board will approve or disapprove these reports;
- Oversee preparation of a budget for approval by the Board at the Annual Meeting;
- Oversee receipt, disbursement, and give written receipt of all monies due and payable by the corporation;
- Oversee maintenance and retention of written and electronic financial records;
- Oversee preparation of quarterly financial reports to the Board;
- Oversee accounting work prepared by volunteers, staff or consultants;
- Assure that all Federal, state and local tax filings are submitted in a timely manner;
- Oversee maintenance of financial records and make financial information available to Directors and the public (as appropriate);
- Carry out the will of the Board in financial and other matters; and
- Attend to the Treasurer's share of the day-to-day functioning of the organization

Qualifications for the Position

- A demonstrated interest in the organization's mission and goals.
- Experience and/or knowledge in at least one area: finance/accounting, administration, human resources or personnel management, planning, development, community relations, programs, technology, legal, or marketing.
- Willingness to participate in some program activities.
- Commitment to Inform the Board of all actual and potential conflicts of interest relating to the general purpose and activities of the organization and to any specific issues before the Board.
- Use of personal and business relationships for Board fundraising activities (desirable but not required).
- A willingness to expand knowledge or Board responsibilities through orientation and ongoing training.
- A willingness to represent the organization to communities of interest.

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- A willingness to spend 10 to 15 hours per month average on STARS governance matters. Involvement includes Board meetings, committee meetings (when appropriate), oversight of financial functions, and special requests.
- Commitment to participate in board and committee meetings.
- A commitment to and understanding of STARS' stakeholders and constituents, preferably based on experience.

Key Competencies

- Knowledge – A good understanding of financial reports. A financial background, which may require some supplemental training in nonprofit financial terminology and requirements (desirable but not required).
- Communications – Ability to translate financial information and financial concepts for the Board. Ability to interpret and respond to the Board's questions, goals, or concerns about STARS' financial information or financial situation.
- Planning – Partner with the staff leadership or volunteers to develop a useful budget. Prepare for budget discussions and convey budget information to the Board. Ensure that budget priorities and decisions reflect the intentions and objectives of the Board.
- Strategy – Ability to go beyond annual budgets, audits, and financial reports to bring financial leadership to the organization. Ability to look down the road to find the financial options and decisions needed for longer term goals and initiate discussions to connect finance and mission.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse participants.
- Personal qualities of integrity, credibility, and a passion for improving the lives of STARS' customers.

Service on STARS' Board of Directors is without remuneration, except for reimbursement for administrative support, travel, and accommodation costs in relation to Treasurers' duties.