

Job Description
VUBC Unit 547 Treasurer

- I. Duties of the Treasurer
 - Be an Officer of the Unit but need not be an elected Board member;
 - Maintain in the Unit's name (i) a checking account and (ii) such other financial accounts as the Board may authorize;
 - Maintain financial records and copies of written contracts, *e.g.*, leases and insurance policies;
 - Receive the Unit's receipts and deposit them in the Unit's checking account;
 - Pay expenses authorized by the Board of Directors or by its duly authorized delegate;
 - Prepare periodic financial reports and present them at regularly scheduled Board meetings;
 - Prepare financial statement for the calendar year after it ends and deliver a summary of the most recent such statement at the annual Unit Membership meeting;
 - Comply with all applicable Federal and State tax reporting requirements for the Unit;
 - Perform such other duties as the Board may required from time to time.

- II. Financial Policies and Practices of Unit 547.
 - A. The Unit 547's Treasurer is expected to:
 - Invest excess cash if and when authorized by the Board
 - Adopt accounting policies understandable by the average Board member and disclose those policies at the first or second regular monthly Board meeting following the election of new Board members by the Unit's membership.
 - Personally present financial reports and statements to the Board for its approval during Board meetings and distribute the same in advance of the meeting unless impractical to do so.
 - Maintain the Unit's financial records for the current and three prior calendar years.
 - Provide to an Audit Committee in a timely manner any and all financial records that the Committee may request.
 - When the Unit has significant financial reserves at year-end, draft for the Board's review and approval the Unit's Financial Reserve Policy for the current year.
 - B. At least one officer other than the Treasurer shall be an authorized signer for each financial account of the Unit and be able to write checks on the Unit's checking account in the Treasurer's absence, incapacity or vacancy in office.

Reference Material:

1. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>