



# Position Description: Treasurer

**Equality Indiana Educational Fund, Inc. (dba Equality Indiana, a 501(c)(3) entity)**

The Treasurer is an elected, unpaid Officer of the Board of Directors and serves as a member of the Executive Committee alongside the Board President, Vice President, and Secretary. As a volunteer leader within a 501(c)(3) nonprofit organization, the Treasurer plays a critical role in ensuring the financial integrity, transparency, and sustainability of the organization in accordance with its bylaws.

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## Term & Election

The Treasurer is elected by the Board of Directors at the Annual Meeting and serves a **one-year term**, continuing until a successor is elected and accepts the position. The Treasurer may be reelected to successive terms but may not serve beyond their term as a member of the Board.

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## Role Summary

The Treasurer has general charge of the organization's financial affairs and is responsible for the custody, oversight, and reporting of all financial assets, records, and transactions. The Treasurer ensures that proper financial systems, controls, and reporting practices are in place and adhered to.

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## Duties & Responsibilities

(Aligned with Article VII, Section 3(c) of the Bylaws)

### Financial Stewardship & Oversight

- Maintain custody of all funds, securities, assets, and financial documents of the organization
- Ensure proper books of account are maintained for all financial activity
- Ensure financial records are accurate, current, and compliant with applicable laws

## Financial Reporting

- Provide regular financial reports to the Board, including:
  - Balance sheet
  - Income and expense statements
  - Statements of changes in funds
- Submit financial statements whenever requested by the Board or Board President
- Ensure transparency and accessibility of financial records, consistent with legal requirements

## Financial Management & Controls

- Oversee the organization's financial operations, including:
  - Authorization or supervision of check signing
  - Distribution of funds
  - Payment of obligations
  - Collection of receivables
- Ensure appropriate financial controls and safeguards are in place

## Budgeting & Strategic Financial Planning

- Support development and monitoring of the annual budget
- Advise the Board on financial strategy, sustainability, and risk management
- Provide financial insight to inform organizational decision-making and strategic planning

## Committee Leadership

- Serve as **Chair of the Financial Management Committee** (absent special circumstances)
- Lead financial review processes and support organizational compliance

## Collaboration

- Work in partnership with staff leadership and any contracted financial professionals (e.g., bookkeepers, accountants)
  - Support financial literacy and understanding among Board members
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## General Board Responsibilities

As a member of the Board of Directors, the Treasurer is also expected to:

- Attend and actively participate in Board meetings
  - Review materials in advance and contribute to governance decisions
  - Uphold fiduciary responsibilities, including duty of care, loyalty, and obedience
  - Support fundraising and make a personal financial contribution
  - Serve as an ambassador for Equality Indiana
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## Desired Qualifications

- Experience in finance, accounting, or nonprofit financial management
  - Ability to read and interpret financial statements
  - Strong attention to detail and commitment to transparency
  - Strategic thinking and sound judgment
  - Commitment to Equality Indiana's mission and values
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## Why Serve as Treasurer?

Serving as Treasurer offers the opportunity to play a vital role in stewarding the financial health of Equality Indiana while helping guide the organization's strategic growth and impact across the state and for the LGBTQIA+ community.

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## Contact and Application Details

If you have questions about this position or would like to discuss how your professional experience and/or personal passions aligns with this role, please contact us at [board@equalityindiana.org](mailto:board@equalityindiana.org)