



JOB DESCRIPTION: TREASURER

Type of Position:	Executive Committee Member	Term:	2 years (2019/20 & 2020/21 School Years)
Time Commitment:	Medium		

RAM RAC is currently seeking a Treasurer for a 2-year term (2019/20 – 2020/21) – with duties would be assumed on or around June 13, 2019; pending the outcome of the RAM RAC Annual Meeting & Officer Vote. It is anticipated that the overall level of commitment of the Treasurer would on average be 1-2 hours a week, with meeting weeks being slightly more given time required for prepping for and attending both Executive Board and RAM RAC committee meetings.

❖ Annual Responsibilities to include:

- **Annual RAM RAC Budget:** Work with the RAM RAC Executive Board to determine annual Budget and help establish fundraising goals. The budget should be the regulating factor for the club's activities

Present to the general membership the fiscal year annual budget for approval by resolution. Any material change to the approved budget shall be presented at a general membership meeting for approval. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for planning the club's activities during the year. When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit.

Thus, when total expected income is not achieved, total expenditures should be cut. RAM RAC is a nonprofit organization; and it is compliant with the law that RAM RAC maintain that two separate accounts for receipts and expenditures. These accounts are the service account and the administrative account.

The administrative account is the operating account for the club. It is used for those money to be spent on club administration and/or members. Monies coming from the administrative account are collected from dues, and RAM RAC fundraising. Money in this account may be used to buy supplies, purchase advertising, etc. Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account. It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

- **Financial Records:** Maintaining financial records (including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and turn all over to the new treasurer at the end of their term
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration - including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for five years.*
- Issue and serve as the primary authorized signer on all RAM RAC checks. Secondary authorized signer may be the President, VP and/or Secretary

- **Maintaining Accurate Financial Records:** It is important to keep an account of all transactions as they are made.

A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

When disbursing money, always obtain a receipt as evidence of payment. When at all possible, use a check rather than cash. This will provide you with an additional receipt.

When reimbursing a club member for expenses, require them to complete an expense voucher and attach a copy of the receipt to receive reimbursement.

When receiving money, always issue a receipt, especially when you receive cash (i.e. dues and fundraiser money). Ideally, you should purchase a book of cash receipts so the club can maintain copies of the receipts. And finally, never hold cash personally for any length of time. You are responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your members' money or community's contributions are secure.

- Complete any applicable state and federal tax forms
- Perform other duties as prescribed in the bylaws or assigned by the organization
- Understand school and club policies regarding student financial accounts relating to school organizations
- Member Dues

In coordination with the secretary, develop dues invoices and receipts and communicate with the Member Clubs

- Member Records

Keep accurate financial records of Club activities

❖ **Weekly Duties (may) Include:**

- Pay all bills as approved by the board of directors.

Make disbursements as authorized by the President, Board and organization in accordance with the budget adopted by the organization

- Attend Executive & General RAM RAC meetings
- Record all expenditures and income for the week

❖ **Monthly Duties (may) include:**

- **Reporting:** Prepare and present a detailed financial statement/report for the board of directors meeting and the monthly full organization meetings (as well as other times as needed/requested).

Presenting a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at each Executive Board Meeting of the membership and at other times as requested by the Executive Board

- Collect all money from club projects
- Attend the board of directors meeting
- **Bank Reconciliation:** RAM RAC's bank provides a monthly statement listing all transactions that took place within the past month.

They may or may not return your canceled checks, depending upon their policy. Upon receipt of the statement (usually monthly), reconciliation should be made to certify the accuracy of the club's balance. If this is done upon receipt of each statement, errors can be corrected.

To perform this reconciliation, follow these steps: 1. Verify all amounts on the statement with amounts noted in the checkbook. 2. Place the amount of the bank balance in the appropriate space on the back of the statement. 3. Add any deposits not noted on the statement. 4. Deduct all outstanding checks not yet cashed. This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not yours, contact the bank and ask that they review the statement for the possible error.

❖ **General Executive Committee Board member duties include the following:**

- Attend meetings and show commitment to Board activities
- Be well informed on issues and agenda items in advance of meetings;
- Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President
- Monitor public response to the work and policies of RAMRAC
- Participate in Board orientation meetings to ensure organizational
- Provide candid, open and honest feedback and evaluation when appropriate
- Take initiative in informing the organization about opportunities for program development
- Identify individuals in the community for volunteer participation or funding support
- Support the organization and its officers in times of crisis or controversy
- Provide sensitivity and support to staff member and other Board members as they perform their duties
- Exercise loyalty to the RAMRAC and its members, and respect confidentiality regarding internal affairs
- Provide leadership within the Board and in the community on behalf of the RAMRAC and its programs;
- Serve as an informal advocate for RAMRAC in the community

Preferred prior experience with being a club or organization treasurer, financial background (e.g., CPA) preferred but not required.