



**BOARD POSITION:
BOARD TREASURER**

The Officers of the Board of Directors of the Georgia Chess Association (GCA) organization shall have the authority and shall carry out the responsibilities vested in the position as specified by the Board President, Officers, bylaws as well as state and federal laws.

Description:

The Treasurer is responsible for the Board's finances and shall:

- 1) manage the finances of the organization,
- 2) provide an annual budget to the Board for member's approval,
- 3) head the finance committee,
- 4) lead the development of financial policies and procedures,
- 5) request the Board to review financial policies and procedures,
- 6) serve a two (2) year term and is an officer of the Board.

Specific Duties:

The Treasurer will be expected to perform the following duties:

- 1) Keep and share a record of all financial information.
- 2) Ensure the presentation of financial information at Board meetings.
- 3) Meet regularly (as determined) with the Executive Director (ED)/CEO (if and when hired) and Chief Financial Officer (if and when hired) to ensure that appropriate financial reports are available to the Board.
- 4) Schedule meeting with the Board to present the annual budget for review and approval.
- 5) Recruit, with the help of the Board, a Finance Committee.
- 6) Keep and share a record of all contact information of all members of the Finance Committee.
- 7) Create an electronic method of communication with all members of the Finance Committee (this can be via email, a list serve such as a Yahoo Group or Constant Contact or Mail Chimp, etc.).
- 8) Create a schedule of regular (as determined) meetings with the Finance Committee.
- 9) Lead Finance Committee in determining financial goals, policies and procedures.
- 10) Review any audits (if completed) with the Board.
- 11) Ensure that the organization's annual tax return is filed.

Skills/Knowledge:

- 1) Demonstrated activities and commitments to the mission of the organization.
- 2) Experience working in a team.
- 3) Experience leading meetings.
- 4) Knowledge of Board expectations.
- 5) Previous Board experience is a plus.
- 6) Understand financial accounting for nonprofit organizations.

Board Member Expectations:

All Board Members are expected abide by the following:

- 1) Abide by the Bylaws and Constitution of the organization;
- 2) Make an annual financial contribution as per below (please check the box that applies):
 - a. \$25-150 Enter specific amount of contribution: _____
 - b. Other agreed upon contribution: _____
- 3) Attend (this includes virtual attendance via video conference), and be fully prepared for, all meetings of the Board, including special meetings, unless excused due to last minute extenuating circumstances;
- 4) Attend at least 90% of Board of Directors meetings;
- 5) Participate in at least one (1) Committee or Task Force (Vice Presidents will participate in at least two (2) Committees or Task Forces);
- 6) Attend at least 90% of Board of Directors Committee/Task Force meetings (in addition to the Board of Directors meetings);
- 7) Participate in other events and in fundraising efforts as often as possible;
- 8) Read a Board Orientation document that reviews roles and responsibilities of a board member:
 - a. Board of Trustees Roles and Responsibilities,
 - b. Nonprofit Organizational Governance (Board) vs. Management (ED or CEO),
 - c. Fiduciary Responsibility of Boards (Duty of Care, Duty of Loyalty and Duty of Obedience)
 - d. Various policy and procedures
- 9) Avoid any conflict of interest or appearance of a conflict of interest;
- 10) Maintain the confidentiality of special information regarding the organization;
- 11) Preserve the privacy of all organization's members' information that is learned and obtained;
- 12) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties;
- 13) Participate in short and long range planning activities;
- 14) Ensure effective fiscal controls and accountability for the organization;
- 15) Approve the annual budget;
- 16) Ensure that the organization meets all legal and corporate requirements;

17) Maintain communication with other Board members throughout the year as needed.

Election and Term of Office:

The Board Treasurer of the organization shall be elected for a term of two (2) years.

The Board will appoint Interim roles until such terms can be fully met by the Board members.

Each officer shall hold office until an officer's successor is elected and qualified, or until the person cannot fulfill the role any longer.

Removal of an Officer:

Any officer whether executive or appointed may be suspended or removed without cause by the affirmative vote of a majority of the Board entitled to vote at any special meeting called for such purpose or at any regular meeting.

Resignation:

An officer may resign by delivering his or her written resignation to the Board President, 1st Vice President or 2nd Vice President, or at a meeting of the officers of the Board. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.