

# **Conservation Foundation of Lancaster County (CFLC)**

## **BOARD TREASURER JOB DESCRIPTION**

### **POSITION OVERVIEW:**

The Board Treasurer has the financial responsibility of the Conservation Foundation, but is one of four positions (President, Vice-President, Treasurer, and Assistant District Manager) forming the Executive Committee and can rely on the support and counsel for that financial leadership to help in making financial organizational decisions.

The Treasurer is elected at the 1<sup>st</sup> Board meeting of the new year by the Board members. The Treasurer is eligible for re-election if he/she remains on the Board as a member.

### **REQUIREMENTS:**

All members of the Conservation Foundation of Lancaster County's Board of Directors are expected to fulfill the roles and responsibilities listed in the position description. Specifically, advocating for the Foundation and programs within the Foundation. In addition to the expectations of the Board Director, the Treasurer has the special responsibility of financial leadership for the Board of Directors. The Treasurer should also possess the following skills:

1. A good understanding of the financial accounting practices of the CFLC as a registered non-profit with the IRS.
2. Personal commitment to devoting the time necessary to perform the responsibilities of Treasurer.

### **RESPONSIBILITIES:**

The Board Treasurer is responsible for:

1. Serves as a signatory for checks and agreements with both state and private entities that provide funding to CFLC.
2. Signer for opening any new investment or bank accounts.
3. Works with the Conservation District's Finance Manager to ensure that appropriate financial reports are made available to the Board on an every-other-month basis.
4. Assists the Conservation District's Finance Manager and Assistant District Manager in preparing the annual budget, which is presented to the Board for approval.
5. Collaborate with the Conservation District's Finance Manager and the Assistant District Manager to develop Fiscal Policies to ensure the financial integrity and sustainability of the organization.
6. Review audit report before it is presented to the CFLC Board.
7. Keeps informed of legal, regulatory and sector developments relating to the Board's financial responsibilities.

This position description has been designed to indicate the general nature and level of tasks performed by a Director in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required for this position. This job description is subject to change but remains in effect until superseded or canceled in writing by approval of the full Board of Directors.

Signed \_\_\_\_\_ Date \_\_\_\_\_