

Western Organic Dairy Producers Alliance

Treasurer Job Description

SUMMARY: The Treasurer is elected by the WODPA membership at the annual meeting for 2 year terms in odd years. The Treasurer is a voting member of the Board of Directors (Board). The Board is the legal authority for WODPA. The Treasurer performs such duties as are customary to the office, including overseeing the management and reporting of WODPA's finances, ensuring its financial viability, and ensuring that proper financial records and procedures are maintained.

As a WODPA officer, the Treasurer must have in-depth knowledge of the mission and programs of the organization as well as its financial condition. The Treasurer bears special responsibility for ensuring that WODPA is financially sound and that its assets are being used effectively to meet its tax exempt purpose. The Treasurer also must ensure that the Board as a whole fulfills its fiduciary responsibilities.

ACCOUNTABILITY: The Treasurer acts in a position of trust for the Western organic dairy community and is accountable to the Members. Through the Board of Directors, certain duties of the Treasurer may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Treasurer.

While financial management is the primary focus of the Treasurer, the entire Board shares accountability for the financial health of the organization. The treasurer's role is to make sure that the information is accurate, timely and provided to the board.

DUTIES AND RESPONSIBILITIES:

Primary Responsibilities:

1. Serve as Finance Committee Chair.
2. Present the financial report at the Annual Conference.
3. Monitor WODPA's financial condition and oversee its financial administration, including receipts, disbursements, investments, and performance against budget.
4. Review projected income and expenses with the President and Executive Director.
5. Present an annual budget to the Board, developed in concert with the Finance Committee and Executive Director, for Board approval.
6. Sign WODPA disbursement checks on behalf of the Board along with the second person designated by the Board as a signing authority.
7. Maintain all bank accounts.
8. Approve investment vehicles for reserves in investments that fully protect the principal.
9. Work with the President and Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis.

10. Oversee and review for approval all actions and policies with major financial implications.
11. Monitor budgetary performance (comparing the actual revenues and expenses incurred against the budget) and recommend modifications as needed.
12. Oversee all financial transactions.
13. With Executive Director, bring to full Board's attention financial issues in need of resolution.
14. Keep the Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.
15. Prepare/Review monthly, periodic, and annual financial statements and submit to Board for review.
16. Interpret periodic financial statements for Board members.
17. Prepare/Review annual tax returns.
18. Call the motion annually at a Board meeting to appoint the Auditor (or a Financial Review Committee).
19. Review the annual audit (or report of the Financial Review Committee), ensure audited (or reviewed) financial statements are presented to the Board on an annual basis, ensure that board members' questions are addressed, and ensure that any adverse audit (or review) findings are addressed promptly.
20. Ensure financial policies and procedures comply with federal and state requirements.
21. Ensure compliance with governing reporting requirements.
22. Ensure that federal and state reports are filed on time and are available to the board.

Additional Responsibilities:

1. Authorize all bank and investment accounts and serve as an authorized signer on all such accounts.
2. Receive, review, and approve all periodic bank and investment statements.
3. Review and approve all bank reconciliations.
4. Review and approve payroll registers.
5. Ensure that cash and investments are safe-guarded.
6. Ensure development and Board review of Board financial policies; including appropriate policies for reserves and investments.
7. Ensure the Board's financial policies are being followed.
8. Contribute to the fundraising strategy and participate in the fundraising process.
9. Act as a resource to other committees.
10. Review the Treasurer's job description annually and, as necessary, recommend changes to the Board.