

# Treasurer

Revised June 2016



## Bylaw Requirements

The Treasurer shall be custodian of the funds of MANA, give an itemized report at each meeting of the Board of Directors and at the annual meeting of MANA, be an ex-officio member of the Finance Committee, make recommendations and invest money with the approval of the Board of Directors after consultation with the Finance Committee, and perform other duties as pertain to the office.

## Responsibilities

**The Treasurer has eight key areas of responsibility:**

- oversight of all financial transactions, maintenance of financial records, taxes, etc. • organizational communication
- maintenance of bank account(s) and investments
- prepare and manage budgets
- manage grant funds
- assure adherence to organizational financial policies
- serve as Chair of the Finance Committee and on the Board of the Foundation for the Advancement of Midwifery (FAM) as board liaison
- regularly report to the Board of Directors regarding financial trends, assessments and concerns

**The Treasurer will:**

- be a current voting member of MANA
- attend all Board meetings, annual conference, and as many calls as possible
- serve on the Executive Council
- in the absence of the Executive Director, oversee staff contracts and annual evaluations
- create the agenda for and participate in regular Finance Team meetings
- ensure the safety and accuracy of all financial records

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- make investments to the optimum benefit of MANA
- oversee and maintain grants and special funds
- financial report to membership at annual conference business meeting
- oversight of conference finances on and off site
- maintain inventory of fixed assets and merchandise (along with the Merchandise Chair)
- contract with a CPA to prepare annual 990 IRS form (or do it if capable)
- provide and/or arrange for auditing at the request of the Board of Directors
- ensure that appropriate financial reports are made available to the Board of Directors on a timely basis
- keep currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities

## Preferred Skill Set

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred, but not required. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: financial knowledge of the organization, understanding of financial accounting for nonprofits, knowledge of and commitment to cultural safety and competency, honesty, integrity, well-organized, and understanding of computer technology.

## Commitment

This position requires approximately fifteen hours per week but may be more at conference time, and depending on projects the Treasurer wishes to participate in.