TVPI Board Treasurer

Accountability

- The Board Treasurer is an executive and voting member of the board of directors of the organization and elected in a manner consistent with the bylaws. This position is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

Authority

- The Board Treasurer has no formal authority to direct board members, staff, residents, or any of the affairs of the organization.
- The Board Treasurer may be an authorized agent to sign checks, contracts, policies and other legal documents on behalf of the organization as directed by the board.

Role

- The treasurer is the board member most focused on the financial results and practices of the organization. The focus constitutes a specialized management "portfolio".

Time Commitment

- Ten hours a month (board meetings, preparing for board meetings, special events)
- Other commitments may be required to work with specific committees as established by the board.
- The Board Treasurer should be a chair of the Finance Committee.

Term of Office

- Term is for one year, which can be renewed at the annual meeting of the organization.

Responsibilities

- The treasurer will offer guidance to the Managing Director, contractors and staff assigned for operational account management. This duty is to ensure good fiscal planning, decision-making and financial oversight at governance level.
- In accordance with the bylaws, the Treasurer is a member of the Executive Committee.

Primary Duties:

- Oversee the development of high-level financial policies and their approval by the board
- Ensure that good financial record keeping procedures are in place for dealing with revenues and expenditures and banking practices
- Assist in the preparation of the annual budget and its presentation to the board for approval
- Ensure that the appropriate monthly or quarterly financial statements are presented to and reviewed by the board
- Ensure that the board monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of checks with at least one another signing officer
- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Meets with the external auditor annually, or as needed, to identify any financial control and record keeping problems or deficiencies and oversees action by the Managing Director to address them
- Recommend to the board the need for a review or renewal of the auditing services provided
- Assists the Managing Director and Board President with the development and presentation of the Annual Report
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual Meeting
- Helps, along with the Managing Director, keep the board informed of important financial events, trends, and issues relevant to the organization

Committee Membership

- The treasurer is automatically a member of the Executive Committee.
- The treasurer will also chair the Finance Committee, which will include functions related to the audit, budget and financial policy development. following committees when and where such are necessary:

Qualifications

- Commitment to the organization's mission and strategic directions
- A understanding of, and experience with, good financial management and reporting practices
- An appreciation of the kind and level of financial information needed at a board level by his/ her organization to support decision making
- An ability to commit the time required to fulfill the responsibilities described

Signature:

Lucas J. Herring

Board President

May 15th, 2025