

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON | BOARD OF DIRECTORS

Position	Treasurer
Length of Term	Two Years
Collaborative Relations	Finance Committee, Special Purposes Fund Committee, CFO
Last Updated	March 18 th , 2018

The job of the Treasurer is to ensure the fiscal health of the corporation.

In addition to Qualifications, Responsibilities, and Time Requirements of At-large Board members, the Secretary has the following additional attributes:

Principal Responsibilities:

- Oversight of all financial functions (i.e. income/expenses). Weekly review of the following: bank statements, deposit paperwork, payments, timecards, sign checks, etc.
- Monitor income and expenses including individual budget lines.
- Chair of Finance Committee, Member of the Special Purposes Fund Committee, and Member of Stewardship Committee
- Provides financial oversight on behalf of the Board.
- Makes brief finance reports to the Board. The CFO will assist the treasurer with the quarterly finance reports.
- Presents annual operating budget to the congregation and represents Board in justification of budget to congregation at the June congregational meeting.
- Presents mid-year report, including big budget changes, at the December congregational meeting.
- Preparing, for Board approval, policies governing financial management of the corporation.
- Preparing and maintaining, with assistance of the Finance Committee and the CFO, a five-year capital financial plan.
- Analyzing, with the finance committee and CFO, the annual operating budget developed by the Executive Minister.
- Presenting the annual operating budget to the Board for approval.
- Representing the Board in justification of the annual operating budget to the congregation.
- Ensuring appropriate financial reports are made available to the Board in a timely manner.
- Serving as the chair of the Finance Committee and as a member of the Special Purposes Fund committee.

Time Requirements:

- Attending Finance, Stewardship, and Special Fund committee meetings, and preparing reports back from those committees to the Board.
- Working with the Finance Committee, Board and in consultation with the Executive Minister to develop annual budget.
- Weekly, review all income/expenses paperwork including but not limited to deposit paperwork, timecards, sign checks, etc
- Monthly review bank statements and the operating budget year to date, and balance sheet.
- Presenting budgets and financial information at Congregational Meetings.