GOVERNING BOARD

TREASURER

SLVYHA Volunteer Role · Governing Board (Officer)

THE QUICK VERSION

What it is: Manages the association's finances, record-keeping, budget, reporting, and oversees registration-assistance funds.

Time commitment: Handbook estimates up to about 20 hours per week.

When: Year-round, ongoing, with peaks at budget time and registration.

Term: 2-year term. Officers are elected by the board from its members.

Requirements: - Must be a current board member - Handbook suggests 2 years of bookkeeping, accounting, or financial management experience, proficiency in accounting software, strong organization, and budget-oversight experience

Good for you if: You've got a finance/bookkeeping background and are meticulous with money and records.

WHAT YOU'LL DO

- Keep financial records: expenses, revenues, investments, disbursements, and overall budget
- Report finances to the board each month; flag urgent matters to the President
- Prepare annual financial reports
- Oversee the SLVYHA registration-assistance fund
- Assist the Registrar with the registration process when needed
- Handle deposits, cash management, signatories, and disbursements per the financial policy

HOW TO DO IT

- Follow the SLVYHA Financial Policy (Article X): deposits within 7-10 business days, chain-of-custody for cash, double-signature checks, W-9/1099 handling
- Build and present the annual budget with the board
- Reconcile and report at each board meeting and the annual meeting

WHAT'S PROVIDED VS. WHAT YOU BRING

Provided: The financial policy framework and board oversight.

You bring: Financial expertise, accuracy, and discretion.

WHAT "DONE WELL" LOOKS LIKE

Finances are accurate, transparent, and reported on time, the budget is sound, assistance funds are managed properly, and the association stays compliant with its financial policy.

WHO TO ASK WHEN YOU'RE STUCK

Reports to / coordinates with: The Governing Board and President; works with the Registrar and Fundraising Chair.

HOW TO RUN FOR THIS ROLE

Officers are chosen in two steps:

1. Get elected to a board seat by the membership at the April annual meeting (nominations go to the Secretary in writing beforehand).
2. The board then elects its officers from among the seated board members at its first meeting after the election.

Interested in the board? You're welcome at any meeting to see how it runs. See the Get Involved section of the Resources Tab.

Full official duties: see the SLVYHA Bylaws (Article IV, Article X) and Handbook.