



Board of Directors Treasurer JOB DESCRIPTION

Position: Board of Directors Treasurer

Status: Elected by Association membership

Reports to: Ownership (Members, etc.) of AEE and Board of Directors

Position Summary: The Treasurer reports to the Board the ongoing financial viability and stability of the Association while monitoring the Association's financial information. The Treasurer creates and oversees the Governance Budget (the budget of the Board).

Essential Job Functions:

- Work in partnership with the CEO on the preparation of data and reports associated with the policy register and monitoring reports.
- Monitor Association financial information monthly, quarterly, and annually.
- Assist Board members in understanding financial data and appropriate interpretation of financial statements.
- Present the Association's state of finances at Association meetings and other times as appropriate.
- Facilitate the development of the Governance budget and submit to the CEO for inclusion in the annual Association budget.
- Serve on the CEO's Finance Committee in an advisory capacity.
- Please see Board of Directors Member job description for more job functions.

Time Commitment and Expectations

- Serve 4 years, 2 years as Treasurer and 1 year each as Treasurer-Elect and Past Treasurer.
- Attend and participate in 3 scheduled meetings a year (Prior to Annual Conference, January, May/June). Meetings are usually 2-3 days in length; this does not include travel time. Video meetings are broken up into 4 hour chunks of time over a 2-3 week period.
- Participate in monthly conference calls, usually 2 hours in length.
- Attend the Annual International Conference in the fall.
- Strongly encouraged to attend a Regional Conference every spring.
- Attend and participate in the bi-annual Leadership Summit in the late spring, usually held in conjunction with the spring meeting.

- Participate in committee and small working groups as needed throughout the year; committees or small working groups can be as short as a month or as long as two year commitments.

Financial Expectations

- *Giving* - Each Board member is expected to make a yearly tax-deductible cash donation to the Association at a level comfortable to the individual. One hundred percent contribution from the Board is essential for the CEO to provide when seeking funding for the Association.
- *Expenses* - Board members are expected to attend all scheduled meetings and events and will be responsible for covering the costs incurred in participating. Several costs may be reimbursable- please be sure to carefully read the AEE Travel and Expense Reimbursement Policy for important details http://www.aee.org/files/en/user/cms/VH_AEE_Volunteer_Expense_Reimbursement_Policy.pdf Expenses not reimbursed can be tax deductible. Specific additional contributions expected of Board members not reimbursable by AEE Policy are:
 - 1) \$20/person towards purchase of beverages for Leadership Celebration at the International Conference.
 - 2) Ability to pay phone charges to participate in monthly conference calls.
 An expense currently not incurred by Board members is:
 - 1) Conference registration, meal plan, and Celebration Dinner comped for International Conference.
- *Soliciting* - The Board is expected to provide revenue-generating contributions towards fundraising activities of the Association. Often these revenues are generated through auctions- online and at conferences (silent and live). Board members are expected to solicit donations and contributions for these fundraising events.

Qualifications

- AEE Membership: Individual members or persons designated by a collective membership (e.g. organizations or families).
- Understanding of basic accounting and interpretation of financial statements.
- Good sense of organization and attention to detail.
- Previous AEE leadership experience.

Benefits

- See the AEE Volunteer Benefits Policy [http://www.aee.org/files/en/user/cms/VH_AEE_Volunteer_Benefits Policy.pdf](http://www.aee.org/files/en/user/cms/VH_AEE_Volunteer_Benefits_Policy.pdf)