



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:

- Monitor association financial information monthly, quarterly and annually, understand AEE financial information and work in partnership with CEO.
- 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 in an ex-officio capacity on the CEO's finance committee, if one is active.
- Please see Board of Directors Member job description for more job functions.

Time Commitment and Expectations

- Serve just more than 2 years as Treasurer. Start after the AGM (monitoring EL-4) and end after the monitoring of Q1 for EL-5 (mid-February).
- Attend and participate in 2 scheduled meetings a year (Prior to Annual Conference, late Spring). Meetings are 3 days in length; this does not include travel time.
- 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 special events when applicable (e.g. Leadership Summit)
- Participate in committee and small working groups as needed throughout the year; committees or small working groups can be as short as one month or as long as two year commitments.
- Avoid conflict of interest roles and business with the Association.

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 report 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.
 - Travel: Board members can be reimbursed for travel costs to the spring and fall board meetings, up to the following amounts:
 - Airfare or mileage - \$300 - This can be up to \$300 from the cost of your flight, or if you are driving, it can be up to \$300 for mileage (at \$.56 per mile).
 - Parking - \$25 - This can be claimed for parking expenses during the meeting up to \$25.
 - Ground Transportation - \$75 - If you take a shuttle, taxi, etc. while at the meeting you can claim up to \$75.
 - Lodging - \$70/night - If we stay in a hotel you could be reimbursed up to \$70/night.
 - Food - Up to \$30 a day can be claimed. Expenses not reimbursed can be tax deductible. Specific additional contributions expected of Board members not reimbursable by AEE Policy are:
 - Ability to pay phone charges to participate in monthly conference calls.
 - An expense currently not incurred by Board members is:
 - Conference registration 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 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).
- Leadership skills.
- Carver Governance knowledge.
- Previous AEE Board experience.

Benefits

- Make an impact in the field of experiential education
- Professional and social networking
- Share your skills and talent
- Learn or develop new skills
- Enhance your resume
- Sharpen leadership skills
- Support something in which you believe