

BOMA Pacific Southwest
Position Description & Duties
Treasurer

POSITION DESCRIPTION

The Treasurer shall be the custodian of all funds belonging to the Region and submit semiannual financial statement to the Board. The Treasurer shall receive all monies collected by the Region and pay all the bills from Region funds in accordance with the authorization of the Board. The Treasurer shall report the financial condition of the Region at each Meeting of the Membership and the Board. Each year, prior to the Winter Business Meeting, a proposed budget shall be prepared reflecting the income and expenses of the Region for the upcoming year. The budget shall be voted on at the Winter Business meeting and approved by a majority of the Board of Directors. The Treasurer, with the approval of the Board, may delegate certain of his/her duties while retaining full responsibility for their performance. Disbursements shall be made by the Treasurer except that the Board may authorize an alternate disbursing officer to be available in the absence of the Treasurer.

POSITION TERM

Two (2) years.

POSITION DUTIES

- Attend BOMA Pacific Southwest meetings at the Winter Business Meeting and BOMA International Conference, and present the budget, financial updates, and new business to the membership.
- Prepare and update the budget, reforecast, and year-end actuals.
- Process payments to BOMA Pacific Southwest Emerging Young Leaders (EYL) Scholarship recipients in accordance with the EYL Scholarship terms.
- Deposit TOBY revenue checks received from BOMA International.
- Prepare EYL Scholarship Fund invoices and distribute to BOMA local federations annually.
- Deposit EYL Scholarship Fund checks received from BOMA local federations.
- Attend Executive Committee calls as needed.
- Review BOMA Pacific Southwest newsletters for accuracy and provide suggestions for content.