



## Rogue Valley Genealogical Society & Jackson County Genealogy Library

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### **Treasurer Position Description**

The Treasurer is elected by the members of the Society and is a voting member of the Board of Directors. The position shall be for one year. Re-election for additional one-year terms have no limit. (Article V, RVGS By-Laws)

#### **Responsibilities**

1. Maintain financial records of the Society using designated software and procedures.
2. Make disbursements as directed by the Board.
3. Supervise the collection and deposits of all dues, fees, and debts owing to the Society.
4. Invest and account for funds contributed for capital reserves, special uses, and projects, including a fund for storage of assets in the event of dissolution, etc.
5. Provide a written financial report at each Board meeting and each general membership meeting.
6. Provide specialized reports as requested by the Board, grant writer, or committee chairs.
7. Provide access to the books for audit by the Financial Review Committee and serve as a resource for the financial review process.
8. Be a signer of checks of the Society.
9. Maintain a file of all financial records.
10. Accept and receive legacies and endowment gifts made to the Society, crediting them to the designated fund.
11. Attend all Board meetings or send a report to the President in the event of an absence.
12. Work closely with the Finance Director, external accounting firm, and cashier with regard to all bookkeeping and financial matters.
13. Manage operational income and expense in order to ensure an annual balanced budget, as well as net profit on projected income.
14. Work with the Finance Director, Board members, and society leadership on maintaining and exploring short and long term investment opportunities.