

METHOW RECYCLES BOARD OF DIRECTORS
POSITION DESCRIPTION—TREASURER
(Approved by Board January, 2014)

Position Description

The Treasurer is the Board of Directors (Board) member responsible for overseeing the management and reporting of Methow Recycles' finances.

The Treasurer is nominated and elected by the Board each year to serve a one year term and may be re-elected for additional term(s).

Duties

In addition to those duties identified in the Bylaws, the Treasurer shall:

1. Be a member of the Board and attend Board meetings.
2. Maintain a working knowledge of Methow Recycles' finances and a commitment to Methow Recycles' goals and objectives.
3. Oversee the development and implementation of Methow Recycles' financial policies and procedures.
4. Keep the Board regularly informed of key financial events, trends, concerns, and assessment of Methow Recycles' fiscal health.
5. Serve as chair of the Finance Committee and:
 - a. convene regular committee meetings,
 - b. coordinate with the Executive Director to set Finance Committee meeting agendas and committee work priorities,
 - c. take minutes of all Finance Committee meetings and report on committee meetings to the full Board, and
 - d. solicit Board and community members for election to the Finance Committee each year.
6. At least annually, review petty cash reconciliation records.
7. At least quarterly, review:
 - a. checking account (review cancelled checks; cross-check deposits with bank statements, deposit summaries, and log book; randomly review invoices or other documentation for cleared checks),
 - b. credit card and vendor accounts (randomly review statements and reconcile with charge slips),
 - c. payroll records (randomly review reported and paid hours),
 - d. passbook savings account (review transactions and interest rate), and
 - e. investment accounts (review transactions and interest rate).