Board Treasurer Job Description

Purpose of the Role

The Treasurer oversees the Rescue's financial health, ensures compliance with nonprofit financial standards, and supports transparent, responsible stewardship of funds.

Key Responsibilities

- Maintain accurate financial records.
- Oversee budgeting and financial planning.
- Provide regular financial reports to the Board.
- Ensure compliance with financial controls and bylaws.
- Manage bank accounts and authorized signers.
- Oversee reimbursements and expense approvals.
- Support annual financial review or audit.
- Ensure timely filing of tax documents and state registrations.
- Monitor cash flow and financial risk.
- Collaborate with the President on emergency expenditures.

Selection and Term

- Elected by majority vote of the Board at the annual organizational meeting.
- Serves a **one-year term**, consistent with other officer terms.
- May be re-elected without term limits.
- Must be a director in good standing.

Removal or Vacancy

- May be removed by majority vote of the Board.
- If vacant, the Board shall elect a replacement at the next meeting.

Skills & Attributes

- Financial literacy
- Integrity and attention to detail
- Ability to explain financial information clearly

Time Commitment

- Attend quarterly board meetings (or more as needed).
- Review monthly financial statements and bank reconciliations.
- Participate in annual budget planning and financial review.
- Respond to occasional financial questions between meetings.
- Estimated average: **3–5 hours per month**, with additional time during budget or audit periods.

Approved by the Board of Directors
Date: 06-06-2026