



Board of Directors
Treasurer
Position Description and Duties

Revised 1-18-2019

Purpose of this position is to be responsible for the oversight and reporting of the CRSAC's financial condition while reporting to the rest of the BOD. The Treasurer is an elected member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD) and the Senior Citizens Foundation Board of Directors., hereinafter referred to collectively as the CRSAC. As such you assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Treasurer:

- Prepare for and attend BOD meetings as scheduled.
- Attend standing committee meetings of which you are a member and participate in ad hoc committees, if appointed.
- Serve as Chairperson of the of the CRSAC's Budget & Finance Committee.
- Lead in the development of fiscal policies for the CRSAC which will ensure long-term financial stability and integrity.
- Lead the development and approval process for the annual budget, and then present it to the membership at the annual membership meeting.
- Oversee the maintenance and management of all records of income and disbursements, and ensure adherence to the approved budget.
- Deposit (or appoint a designee) all funds received by the CRSAC in whatever financial institution is designated by the BOD.
- Prudently manage all CRSAC funds and make monthly financial reports to the BOD.
- Review annual authorized signatures.
- Be an authorized signer on all CRSAC financial accounts.
- Be responsible for soliciting an independent auditor with nonprofit experience to conduct the annual audit in accordance with the bylaws.
- Maintain the confidentiality of BOD processes and issues.
- Attend and participate in CRSAC events.
- Works closely with the BOD members and on other duties requested by the BOD.