

1.1.1.4 TREASURER LEADERSHIP JOB DESCRIPTION

Minimum Criteria Officer Positions (Ref. Policy #2.1.1.2)

The Treasurer is designated the custodian of the Association's funds and ensures those funds, physical assets and other properties of the Association are appropriately safeguarded and administered.

Duties and responsibilities of the Treasurer include:

1. Serve as chairman of the Budget & Finance Committee and is responsible for the development and submission of the annual budget of the Reno/Sparks Association of REALTORS® to the Board of Directors.
2. Be familiar with and adhering to the *"Treasurer's Procedural Handbook."*
3. Ensure that the Association operates within the limits of the annual approved budget.
4. Serve as a member of the Executive Committee and the Board of Directors.
5. Serve as a member of the Bylaws & Policy Committee.
6. Assumes the role of the volunteer who approves all accounts receivable write-offs, reviews all stale dated checks and performs a review of all cash disbursements and cash receipts, including comparison to supporting invoices.
7. Responsible for reviewing the bank reconciliation on a quarterly, at random, basis. The Treasurer should also, at random, not less than 3 times a year, reconcile the canceled checks with the Financial Administrator.
8. Assist the Executive Assistant and Financial Administrator in the absence of the Chief Executive Officer.
9. Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
10. Keep abreast of all Association activities.
11. Be aware of short-term and long-term programs as approved by the Board of Directors.
12. Be familiar with the Bylaws, policies and procedures of the Reno/Sparks Association of REALTORS®, and parliamentary procedures (Robert's Rules of Order).
13. Attend all meetings of the Board of Directors and general membership meetings.
14. Authorized to draw checks, with an appropriate counter signature, that is in line with the approved budget.
15. Present in person, or designate a representative to present, a financial summary report of the Association's operations at Business Meetings and Board of Directors Meetings.
16. The incoming treasurer shall be required to actively participate in the budget planning process for his/her elective year.
17. Identify, cultivate and communicate potential new leaders to others in leadership positions.
18. Attend the annual Professional Standards Training or update as required by policy (Ref. Policy #4.11.1.2).
19. Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
20. An officer must be mentally competent, physically able and financially solvent to discharge the duties of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.
21. Agree to sign a Letter of Commitment.

Approved by Bylaws & Policy: 04/13/10

Approved by Board of Directors: 4/22/10