

**Position:**

Treasurer

Term:

1 year

Description:

The treasurer is a BCCI board certified chaplain member of APC who is responsible, according to policies and procedures established by the board and the bylaws of the association, for the custody and disbursement of all association funds, and complete accounting of all receipts and disbursements in the association's records.

Specific Duties and Responsibilities:

- a. Attends all board meetings and Executive Committee meetings
- b. Serves as financial officer of APC
- c. Serves as chair of the Finance Committee
- d. Serves on the Executive Committee
- e. Understands financial accounting for nonprofit organizations
- f. Assists the CEO in preparing the annual budget and presenting the budget to the board for approval
- g. Works with the CEO to ensure that appropriate financial reports are made available to the board on a timely basis.
- h. Manage, with the Finance Committee, the board's review of, and action related to, the board's financial responsibilities
- i. Assists the CEO in the establishment of office policies and procedures that assure the association of appropriate control and monitoring of receipts and disbursements
- j. Oversees responsibility for the association books and sound fiscal management
- k. Reviews the annual audit, and reports the audit results to the board and the membership of APC
- l. Other duties as assigned by the president
- m. Commits to make an annual financial contribution to APC

03/2012