CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

Treasurer – Job Description

Position Title: Treasurer
Reports to: Board President / Executive Director
Position Type: Volunteer Board Member
Term: 2 years (as outlined by the organization's bylaws)

Position Summary

The Treasurer is responsible for the fiscal oversight of the organization and is a member of the Adminstration and Governance committee and chair of the Finance committee. Responsibilities include regular review of the fiscal health of the organization, assisting in preparation, and analysis of the yearly budget and providing fiscal reports to the Board and Finance committee. The Treasurer is fiscally accountable to the COCA membership.

Key Responsibilities

- **Leadership & Oversight**
    - Chair quarterly Finance Committee meetings, set agendas, and ensure productive discussions in reviewing the financial health of the organization.
    - Participate in Administrative and Governance committee meetings, at minimum quarterly or as needed
    - Oversee the work of the Finance committee and any subcommittees as needed
    - Responsible for reviewing and assessing the fiscal status of the organization, making recommendations for improvement and keeping the Board and the membership informed.

- **Reporting & Communication**
    - Prepare quarterly Finance Committee reports to present to the Governance Committee and the Board of Directors
    - Attend Monthly meetings with the Executive Director to discuss bank account activity, review monthly bank reconciliations, profit and loss statements, and balance sheet reports
    - Maintain close communication and collaboration with Executive Director and Board of Directors and act as the primary point of contact between the Finance Committee and the COCA administrative staff, governance committee and Board of Directors regarding fiscal matters

- Ensure necessary fiscal documents and reports are reviewed, prepared and presented to members and Board of Directors as requested.

- **Fiscal Management**
    - Access to COCA's complete fiscal information, banking statements, et al, for the purpose of reviewing, and preparation of annual and other budgets as requested and keeping the Board and the membership informed.
    - Review all fiscal reports provided by the Executive Director, including but not limited to profit and loss, balance sheets and account activity for accuracy, accountability and efficacy.
    - Participate with the Executive Director and a selected third-party accounting firm in review, preparation and submission of the 990 for the IRS.
    - Advisor to the Board of any conditions or facts which constitute or indicate fiscal irregularities with the unauthorized use of COCA funds, providing a written signed report of the situation in a timely manner.
    - Participate with the Executive Director and a selected third- party CPA for independent review of financials per Illinois Not For Profit Audit law.

- **Committee Management**
    - Plan and schedule committee meetings, set agendas, and ensure meetings are conducted efficiently and within the allotted time.
    - Lead discussions, encourage active participation from all members, and ensure everyone's ideas are valued.
    - Assign tasks to committee members, delegate responsibilities, and hold members accountable for completing them.
    - Ensure the committee's activities align with the organization's goals and overall strategy.

General Qualifications

- **Education:**
    - A minimum of a bachelor's degree in a relevant field such as accounting or financial management.
- **Strong leadership and organizational skills:**
    - Ability to guide, motivate and inspire committee members, manage teams, facilitate discussions, present complex information clearly and effectively,
    - Ability to remain fair and objective during meetings and the decision-making process, and drive consensus among diverse stakeholders
    - Ability to manage schedules, documents, and overall operations of the committee
    - Understanding of and passion for the mission of the organization and an understanding of how the committee's work contributes to enhancing COCA's goals

- Embodies the values of compassion, integrity, and dedication and is a respected leader in their camp and/or COCA affiliated community
- Experience as a current or former board member having been actively involved in board committees, preferably the finance committee, providing thoughtful recommendations, active listening and displaying effective skills working with others

Time and Financial Commitment:

- Meeting with the Executive Director at minimum once a month plus any additional requested fiscal meetings with outside professionals, as needed
- Attendance at meetings of the Administration and Governance committee, quarterly or as needed
- Preparation of reports for and participation in quarterly Board of Director meetings (virtual and/or in-person) and the Annual meeting.
- Lead, set the agenda and prepare reports for quarterly Finance Committee meetings.
- Should serve on at least one committee
- Make an annual financial contribution to COCA at a self-determined level

Support Provided

- Partnership with Executive Director and Board President
- Immediate Past Treasurer
- Training and guidance as needed