

## Treasurer

*The purpose and mission of the Friends of the Inver Glen Library shall be to maintain an association of persons interested in library services, to focus attention on library services, facilities, and needs, and to stimulate gifts, endowments and bequests*

Overview of Position: The treasurer keeps records of finances for Friends of the Inver Glen Library.

### Key Responsibilities:

Assure that accurate records of deposits and expenditures are maintained.

Provide insight in the preparation of all financial reporting.

Chair the Financial Advisory Council at quarterly meetings; at least once per year with investment advisor; recruit committee members, at least one of whom is off-board.

Provide oversight for any required audit.

Execute payment on behalf of the Association for necessary expenses with prior authorization from the Board.

Execute the policies and procedures of the Association.

Oversee the preparation of annual taxes and the payment of insurance and fees associated with tax-exempt status.

Serve as member of Executive Committee along with other elected officials.

Meets monthly with library manager; attends Finance Advisory Council Meetings.

Qualifications: Volunteers need to be empathetic, great communicators and comfortable working as part of a team towards shared goals and targets. Confidentiality, effective organizational skills and strong work ethic contribute to a successful volunteer pool.

Willingness to use the computer for record keeping and board communication.

### Accountable to:

Friends of Inver Glen Library Board

Internal relationships: Financial Advisory Board; with library staff; as volunteer for Friends' activities and events

External relationships: Be alert to opportunities to invite others to participate with Friends; Mid-Country Bank, Deerwood Bank, Gwizdala, Ameriprise, Brunfelt

### Training and Support Provided or Available for this Position:

Previous position holder will provide instruction

Orientation by board member

Time commitment: Serve 2-year term no longer than a total of 2 consecutive terms in the same office without a break.

Elected in even number years