



Job Description: Treasurer

The Treasurer chairs the Finance subcommittee (part of the Management Committee), serves as the principal advisor to the Board on financial policies and procedures, and contributes to discussions on overall management, development and program issues. The duties include, but are not limited to, the following:

I. Advice, Guidance and Participation

- a. Advise on matters affecting the financial well being of the I-House, including compliance with relevant laws and tax issues.
- b. Advise on contract negotiations, particularly the financial components of all contracts and agreements.
- c. Work with the Development Committee and Operations Director to ensure that appropriate, accurate and effective fundraising practices, methods and instruments are employed by I-House (e.g., planned giving materials).
- d. Serve as an active, engaged member of the Management Committee providing advice and suggestions aimed at improving the general welfare of the I-House including matters other than financial.
- e. Ensure that analysis of costs and benefits are an explicit and ongoing aspect of planning, implementing and reviewing all activities undertaken by I-House. This includes the programs and services that are under the purview of the Directors and Program Committee, as well as projects such as plans for 235 Russell and other concepts that may arise.
- f. Serve on a task force to develop a long-range strategic plan complete with income targets, growth projections and development plan.
- g. Attend monthly Board meetings and named committee meetings as scheduled.
- h. Participate and support the I-House functions to the maximum extent possible.

II. Policies and Procedures: Financial and Management

- a. In cooperation and consultation with the Director of Operations oversee and recommend financial procedures for the I-House.
- b. Coordinate the development of the annual budget.
- c. Assist the Director of Operations in monitoring expenditures and complying with the approved budget.
- d. Present the quarterly financial reports to the Board.
- e. Present financial status report at the Annual Meeting of the I-House members.
- f. Oversee and report on the I-House investment portfolio.
- g. Act as the I-House liaison with organizations charged with managing I-House investments, e.g., UC Davis endowment and Edward Jones, Inc.

III. Functional Duties

- a. Open and close I-House bank accounts and investment accounts. Listed as a co-signer on all I-House bank and investment accounts; ensure that the signers are up-to-date on these accounts. Signs/approves checks over \$1,000,
- b. Monitor the integrity of the financial recordkeeping systems, automated and manual.
- c. Insure that pledges of I-House credit are duly authorized and reported to the Board.
- d. Working closely with the Director of Operations, seek ways and means of maximizing income and minimizing costs of operations.
- e. Ensures sound internal control procedures are followed, particularly with respect to cash/check handling, i.e., bank/investment deposits, check writing and reconciling bank statements as well as documentation for all disbursements.