

# Treasurer

The Treasurer is responsible for keeping all financial records for AFBA, including membership payments and an annual budget, and reporting those records to the board. The Treasurer also acts as the liaison between the Executive Committee and the chairs for the Membership Committee and Cookbook Committee, and performs other tasks as needed on behalf of the Executive Committee.

## Responsibilities

- Prepare the AFBA budget prior to the beginning of each fiscal year, based on programmatic goals and activities set by the board during the November meeting
- Lead a committee that will support the programmatic goals of the organization including
  - o Processing and recording membership payments and other periodic recurring transactions
  - o Creating invoices for sponsorships in conjunction with the Board President
  - o Supporting the Marketing Education, Philanthropy, Social, or other special committees when their programming involves financial transactions
- Monitor and balance AFBA accounts throughout the year, and present that information to the Board at monthly meetings
- Prepare and submit a financial statement showing AFBA's net worth at the end of each fiscal year
- Write content for the AFBA blog, social media, or newsletter as needed to accomplish member communications related to financial transactions

## Experience Needed

- Strong organizational and communication skills
- Demonstrated knowledge of financial record keeping and leadership at an organization or business

## Time Commitment

The Treasurer should be prepared to commit up to 20 hours per month to support the organization through the following activities:

- Process and report ongoing membership transactions (1 hour)
- Prepare for and attend the monthly Board meeting (3 hours)
- Prepare for and attend the monthly Executive Committee meeting (3 hours)
- Attend events (3 hours)
- Process, record, and report financial transactions that are generated as part of special events or programming by the group (3 hours)