**BOARD MEMBER – TREASURER JOB DESCRIPTION, Rev 06-24-2024**

**Title**

Treasurer, First Coast Sailing Association Board of Directors

**Purpose**

The execution of treasurer responsibility will have a strong impact on the public’s perception, trust, and assurance in FCSA as a whole.

**Term**

Election to a one-year term (except when filling an unexpired term), subject to re-election.

**Criteria**

Demonstrating knowledge financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and willingness to ask questions. Candidates should be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience. Candidates should or be willing to spend time learning the particulars of FCSA finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments. Furthermore, the treasurer should be facilitating and encouraging the board’s strategic thinking about the short and long-term financial vitality in relations to its advancement of FCSA mission. Lastly, candidates must display a commitment to attending required meetings and fulfilling responsibilities diligently, reflecting their dedication to the role and the organization's success.

**General Responsibilities**

* Financial management and oversight which may include selecting a bank, reconciling bank statements, and managing cash flow.
* Create systems and maintain systems for ensuring FCSA ongoing solvency and oversee the development of the organization’s financial policies.
* Responsible to present a preliminary annual budget to the Chairman of the Board of Directors.
* Be ready and prepared to answer any questions regarding the preliminary annual budget.
* Regularly monitor and compare the actual revenues and expenses incurred against approved budget.
* Cause an annual audit of the FCSA books and records to be made in order to present to the Board of Directors.
* Keep the Board of Directors apprised of key financial events, trends, and concerns, and their assessments of FCSA fiscal health.
* Follow standard policies and procedures in place to manage expenditures which have not been budgeted, or expenditures that are significantly different from previous year’s expenditures.

**Specific Tasks**

* Manage incoming mail via FCSA mailbox.
* Develop and enforce strong internal controls and financial policies.
* Ensure accurate and complete financial reporting and proper maintenance of financial records and information / tax returns.
* Regularly assess risks and whether and how such risks should be mitigated.
* File necessary sales tax reports monthly.
* File required IRS documents.
* Oversee Insurance Policy
* Invoicing
* Annual report to the State of Florida (sunbiz.org)
* Financial management and oversight for any sub-committees such as SARW.

**Compensation and Expenses**

The Treasurer will not receive compensation for services rendered but may be reimbursed for reasonable expenses incurred in furtherance of the organization’s purposes, subject to approval by the Board of Directors and submitted via FCSA Check and Reimbursement Policy.

**Time Demands**

**Regular Meeting Estimated Time Demands**

Quarterly Board Meeting 24 Hours quarterly

Other outlined duties 40 Hour monthly