**The Mountaineers -- Seattle Branch Council**

**Treasurer Position Description**

**Charter Mandates**

The Treasurer is an elected member of the Executive Committee of Seattle Branch Council. Other elected members are Chairperson, Vice Chairperson, Secretary and Board of Directors (BOD) Representative. The Chairperson appoints the Safety Officer.

All terms are for two years, coincident with The Mountaineers fiscal year (October 1 through September 30), and officers are limited to two consecutive terms.

Section 5.3.2 of the Seattle Branch Charter states:

The Treasurer shall –

* Oversee the financial affairs of the Branch
* Periodically report to the Branch Council on the state of the finances of the branch.
* Interface with The Mountaineers Director of Finance and the Treasurer, and other staff, as necessary.

**Regular Activities**

Weekly receipt, review, approval and transmission of requests for reimbursement from activity committee chairs. Note: Requests include a standard XLS claim form plus PDF of receipt(s). Chair may approve if Treasurer not available. Important to take care in coding. Activity chairs are effective prior approval gatekeepers as they are responsible for monitoring activity budgets.

Monthly preparation and transmission of revenue and expenditure reports to the Executive Committee and branch activity chairs. Note: Comptroller assures Accumatica files available for extract no later than 15th of month. Treasurer transmits reports within one week and briefs Chairman with branch overview and activity committee highlights.

Monthly attendance at the Board of Directors Finance Committee (FinCom) meeting. Note: Treasurer/Chair receive agenda and supporting documents prior to meeting from Chief Operating Officer. Attendance generally by conference call – shared with Chair.

Bi-monthly in-person attendance at Seattle Branch Council meetings (Jan, Mar, May, Jul, Sept, Nov) to brief Council on branch fiscal status. Note: Prepare briefing for attachment to agenda dispatched the week prior. Keep activity chairs apprised of new initiatives, regulations, procedures ... that may impact their leadership.

Quarterly preparation of “mid-flight” analysis comparing actual to budget performance. This entails connecting with activity chairs and treasurers to evaluate year-to-date performance and identify experienced or anticipated changes that will materially impact year-end actual versus budget performance.

Annual preparation of the budget. Note: revenue forecasts developed in March including member/non-member fees and anticipated participation rates. Expenditure budgets developed in April. Both use Comptroller’s data-populated templates.

Monitor Seattle Branch reserves and develop proposals for draw down. Note: Reserves are not a dedicated BOD fund, rather a bookkeeping artifact. By BOD action, unexpended reserves evaporate at conclusion of FYE 2020. FinCom and BOD approval required for reserves draw down.

***(DRAFT 09 Feb 2020 WSA)***