



TREASURER

Committee: Executive

Board Term: 2 years

Position Term: 1 year

Time Commitment: ≈6 hours/mo.

Paid/Volunteer: Volunteer

ROLE SUMMARY

The Treasurer is responsible for managing the financial statements for Total Rewards PDX. They provide a separation of duties and cross-check for the day to day work of the paid Board Administrator position. The Treasurer also provides oversight for the investment account and ensures that the Board maintains visibility to overall financial health.

EXPECTATIONS

- Review the financial statements to the Administrator's check book each month.
- Review and ensure the GL set-up is managed and makes sense, working with the Administrator to update it as needed.
- Present the financial statements and overall health to the Board at the monthly meeting.
- Lead the development of the budget for the coming year.
- Ensure the Past President has information needed to keep documentation up to date.
- Is a signatory on all accounts and holds a TRPDX credit card.

REQUIREMENTS

- A WorldatWork member preferred.
- Ability to attend board meetings, including monthly board and strategy meetings, with onsite attendance as required.
- Ability to manage money and in financial good standing.

TRPDX is committed to providing an environment of mutual respect where equal employment opportunities are available to all industry professionals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, military and veteran status, and any other characteristic protected by applicable law.

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