



American Orchid Society  
Education. Conservation. Research.

## JOB DESCRIPTION

**JOB TITLE: TREASURER**

**DATE: July 28, 2016**

**REPORTS TO:** AOS Board of Trustees

### Job Summary

The Treasurer of the American Orchid Society serves as custodian of the corporate finances and as such, shall report, or cause to be reported, all financial records of the organization, and ensures that required periodic audits are performed, and all financial records are available for inspection and review. The Treasurer is elected for a term of two (2) years, and may be elected for one additional term of two (2) year term. The Treasurer shall take office at the end of the Annual Meeting of the Members and hold office until his/her term has expired or until his/her earlier death, resignation or removal, and in any event until his or her successor has been duly elected and qualified.

(Ref. By-Laws 4.2.4)

### DUTIES & RESPONSIBILITIES:

- Oversees the finances of the organization, which includes bookkeeping activity of the staff including:
  - Delegation to staff and verification of deposits and receipts.
  - Delegation and verification of the dispersal of funds from specified accounts, reporting variances of greater than 10% from budget to the Board.
- As a member of the Executive Committee, chairs the Finance Committee which among its duties:
  - Works to develop Fiscal Policies for recommendation to the Board
  - Ensures the financial integrity and sustainability of the AOS, including long term financial strategies.

## **JOB DESCRIPTION**

**JOB TITLE:** Treasurer of the American Orchid Society

**DATE:** July 28, 2016

- Reports on the status of finances at regular intervals as determined by the President or Board and said finances are compliant with New York domestic non-profit laws.
- Ensures that the financials of the Society are audited annually by an accounting firm approved by the Board.
- Presents a Treasurer's Report for the preceding at the next Annual Meeting of the Members. Provides report to Members. Publishes annual report on the website.
- In collaboration with staff, and Assistant Treasurer, develops a draft annual budget for the Society and oversees its performance.
  - Notifies Board members of unusual or unexpected activity and reasons for it.
  - Recommends actions if necessary
- Actively seeks to carry out the Mission of the Society.
- Keeps currently informed of legal, regulatory, and sector developments relating to the Board's responsibilities.
- Performs other duties as assigned by the President.

**Approved by the Board of Trustees**

**July 28, 2016**