



Nonprofit Leadership Center of Tampa Bay, Inc. Board Treasurer Position Description

I understand that the position of Treasurer of the Board of the Nonprofit Leadership Center of Tampa Bay is a very important and visible position. I commit to fulfill the responsibilities of the role as outlined below. As an officer of the organization, I commit to working in partnership with the board and the staff to assist the organization in accomplishing its goals.

In addition to meeting all of the responsibilities of a member of the board, as Treasurer of the Board, I commit to:

- ”” Maintain knowledge of the organization and personal commitment to its goals and objectives
- ”” Understand financial accounting for nonprofit organizations
- ”” Serve as financial officer of the organization and as chairperson of the finance committee.
- ”” Manage, with the finance committee, the board's review of and action related to the finances of the organization
- ”” Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
- ”” Assist the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval
- ”” Review the annual audit and answer board members' questions about the audit.

Board Treasurer Signature

Date