



TREASURER DESCRIPTION

Purpose:

The Treasurer is an officer of the Society and acts as a source of financial information for the Society. Represents the financial interests of the membership and anticipates the Society's future financial needs.

Term of Office:

Treasurer serves a two (2) year term to begin and expire at the close of the Society's Annual Meeting. The position of Treasurer is within the president succession line and requires a five (5) year commitment.

Qualifications:

The Treasurer must be an Active RJOS member in good standing.

Specific Responsibilities:

- Adhere to the Society's Leadership Expectations.
- Provide leadership, governance and oversight.
- Participate in all RJOS meetings.
- Develop, oversee the implementation, and evaluate the Society's strategic plan.
- Reviews the quarterly financial statements with the Financial Director and reports the details of quarterly financial activity of the Society to the RJOS Board at conference calls and meetings.
- Presents the Treasurer's report to the membership at the Member Business Meeting.
- Monitors financial policies and programs and forecasts the Society's future financial needs.
- Enacts the financial transactions of the Society as directed by the President and RJOS Board.
- Works closely with the Society Manager and Financial Director on all financial matters of the Society.
- Reviews and contacts the list of members owing RJOS dues.
- At the end of the Treasurer's term, he/she will work with the Financial Director to transfer access to financial accounts to the new Treasurer and President.

Participation

In-person, conference call, and webinar meetings will occur routinely throughout the year; oftentimes monthly.