<u>The ORABA Treasurer: Job Description</u>

I. The Treasurer shall have the responsibility for all funds of ORABA and will have authority to disburse these funds for purposes authorized by the ORABA Board. Roles and responsibilities include, but are not limited to:

a) The Treasurer shall keep a **record of all money** received and all disbursements made and present and oral report updated to the Board monthly during the board meetings
b) The Treasurer shall **manage financial transactions** including authorizing banking, paypal and check transactions.
    a. The treasurer is authorized to make purchases that are one-time and under 100 dollars without a vote necessary
    b. The treasurer is authorized with a majority vote to make purchases that are up to the quantity of 1000 dollars
    c. The treasurer is authorized with a unanimous vote to make purchases that are over the quantity of 1000 dollars
c) The Treasurer shall manage all **Annual fees** for the ORABA board including but not limited to annual donations, conference tables, website fees and email fees.
d) The Treasurer shall ensure ORABA's **Non-profit status** is maintained and renewed as necessary.
e) The treasurer shall issue **payment fees or honoraria** for speakers and invited addressees as needed.
f) The treasurer shall **manage all ORABA memberships** through memberpress (website addon) including fees, tracking individual and company membership and the expiration dates. Send out monthly membership reports (individual and business) at the start of each month to the ORABA Board and present the reports as needed during ORABA Monthly meetings.
g) The treasurer shall manage **ORABA taxes** to both the IRS and State.
h) The treasurer shall issue maintain ORABA's **liability insurance** as necessary for presentations & conference
i) The Treasurer shall submit an **Annual Report** of the financial status of ORABA to the membership at the annual meeting
j) The Treasurer shall **Attend Fundraising Committee** (to be created) meetings and/or offer counsel regarding ORABA financials to the Fundraising Committee Chair
k) Like all board members, the treasurer must be professional in all correspondences inside and outside of the board as they represent and are the face of ORABA.

l) General Board Responsibilities: As a board member of ORABA, the Treasurer shares in the general responsibilities of the board including:

i. Board members shall be **present at all board meetings**, give advance notice if they cannot attend, and understand that their right to vote is forfeited if not present at the meeting unless a vote was provided electronically before the conclusion of the meeting.

ii. Board members shall **communicate consistently** with other board members and outside parties by checking and responding to email twice a week, at minimum.

iii. Board members shall **delegate** their tasks if unable to complete them in a thorough and timely manner. The delegatee shall be given the original deadline by the delegator and shall complete the task by then. If delegation is not possible and the position responsibilities cannot be fulfilled, the board member will be asked to step down, and a replacement will be found by membership vote.

iv. Board members shall **respect** other board members, committee chairs, advisors, and all ORABA members at all times.

v. Board members shall share responsibility of **website management** and be trained in the electronic services and website add-ons maintained by ORABA (see Memberclicks roles and responsibilities document).

II. The Treasurer will serve a two-year term and can be re-elected for up to one consecutive term. At the end of the active terms, the Treasurer can become a Board Advisor.

(5) Past Treasurer - The Past Treasurer shall provide expert advice to the Treasurer on any task required for furthering the mission statement and purpose of the organization. The Past Treasurer will provide specific feedback to the Treasurer about ORABA financials, past salient information, and action items that transfer from the past term to the new term, to ensure consistency of financial health and stability.