

The Mountaineers -- Seattle Branch Council Treasurer Position Description (updated April 2023)

Charter Mandates

The Treasurer is an elected member of the Executive Committee of Seattle Branch Council. Other elected members are Chairperson, Vice Chairperson, Secretary and Board of Directors (BOD) Representative. The Chairperson appoints the Safety Officer.

All terms are for two years, coincident with The Mountaineers fiscal year (October 1 through September 30), and officers are limited to two consecutive terms.

Section 5.3.2 of the Seattle Branch Charter states:

The Treasurer shall –

- Oversee the financial affairs of the Branch
- Periodically report to the Branch Council on the state of the finances of the branch.
- Interface with The Mountaineers Director of Finance, the Comptroller, the Director of Programs & Operations, and Accounting staff, as necessary.

Regular Activities

Act as ongoing liaison between activity committees and Mountaineers finance staff for questions, feedback about procedures, or problems.

Maintain Authorized Approvers List and periodically submit it to Mountaineers Accounting. Review, approve, and submit requests for reimbursement for general Seattle Branch expenditures (e.g. submitted by the Chair), and occasionally for activity committees if they do not have two authorized approvers available to approve their requests.

Monthly preparation and transmission of revenue and expenditure reports to the Executive Committee and branch activity chairs and treasurers. Note: Comptroller releases Acumatica software files for the previous month are available for extract following the monthly Finance Committee meetings. Treasurer downloads files into Excel, cleans them up and renames them, and transmits reports within one week via Basecamp.

Monthly attendance at Branch Treasurers meetings, led by Director of Finance & Administration. Meetings occur on the 4th Thursday of each month; attendance is via Zoom until further notice.

Optional monthly attendance at the Board of Directors Finance Committee meeting. Note: Treasurer and Chairperson receive agenda and supporting documents prior to meeting from Director of Finance & Administration. Meetings occur on the fourth Monday of each month; attendance is via Zoom until further notice.

Bi-monthly attendance at Seattle Branch Council meetings (Jan, Mar, May, Jul, Sept, Nov) to brief Council on branch fiscal status. Note: Prepare briefing for inclusion on agenda which is shared by Chair approximately one week prior to the meeting. Keep activity chairs apprised of new initiatives, regulations, procedures ... that may impact their leadership. This information is obtained from Branch Treasurers meetings, Finance Committee meetings and materials, and/or communications with Finance and Development staff.

Upon completion of the first quarter of the fiscal year, prepare a “mid-flight” analysis comparing actual to budget performance for the branch as a whole. This entails connecting with activity chairs and treasurers to evaluate their year-to-date performance and identify experienced or anticipated changes that will materially impact their year-end actual versus budgets. Treasurer

and Chairperson collaborate to prepare the final report; Treasurer submits the report to Finance staff.

At the beginning of the third quarter of the fiscal year, prepare annual budget, using a spreadsheet template supplied by Director of Finance & Operations which is partially filled with past fiscal year revenues and expenditures for the branch as well as each activity committee. The spreadsheet is shared by the Chair to all activity committees for them to fill in their anticipated courses, revenues and expenditures. Answer questions from committees or act as liaison to Mountaineers finance staff as needed. Determine final budget in discussion with Chairperson and submit to Finance staff. For follow-up questions from Finance staff , again act as liaison to activity committees.

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