



*A higher standard.
A higher purpose.*

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Sample Board Treasurer (member of the Board of Directors) Position Description

Authority for electing the Board Treasurer

The bylaws of ABC Ministry stipulate that the board of directors shall annually elect a Treasurer. *(Note: The bylaws may provide for an election cycle other than an annual election.)*

Qualifications

The Treasurer should have the ability to read, understand, and interpret financial statements.

Term

The Treasurer is elected by the board for a one-year term in compliance with the bylaws.

Requirements

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of board governance: policy, finance, programs and personnel
- Attendance at periodic board meetings
- Prepare for and participate in the discussions and the deliberations of the board
- Foster a positive working relationship with other board members, and the organization's staff
- Be aware and abstain from any conflict of interest

Major Duties

- Interpret the periodic financial statements for board members
- Signing authority on behalf of the board for certain financial matters, as identified by the board
- Ensure audited financial statements are presented to the board on an annual basis
- Ensure that the board or its designated committee meets at least annually with the Auditor and that the annual appointment of the Auditor is formally approved by the board
- 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.
- Ensures development and board review of board financial policies

Note: *The board treasurer position description may vary significantly based on a number of factors including the size and nature of the ministry. For example, a board treasurer of a start-up nonprofit organization will often have more “hands-on” responsibilities than for a larger and older nonprofit that has matured in terms of staffing.*