



Leadership Responsibilities Description: Treasurer of the Academy Board of Trustees

In addition to the expectations listed in the Leadership Responsibilities Description of an Individual Member of the Academy Board of Trustees (Academy BoT), the Treasurer shall have charge of and be responsible for oversight of the finances of the Academy and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Chair of the Board. Specific duties of the Treasurer of the Board include the following:

General Responsibilities

- Demonstrate an understanding of financial accounting for non-profit organizations, reading financial reports, and have knowledge of The Academy and a personal commitment to its goals and objectives.
- Working with the Executive Director and the Director, Finance, to lead the development and maintenance of financial policies.
- Ensure The Academy's annual operating budget and business plan is prepared and distributed to the Board, to be approved by the Board each year prior to the commencement of the Academy's fiscal year.
- Ensure annual financial reports of the Academy are prepared and distributed to the Board.
- Attend the ACRP Finance Committee meeting for the annual audit review of the report to the report to The Academy Bot.
- If authorized by the Board, the Treasurer may obtain a surety bond on behalf of the Academy.
- Perform any duties as assigned by the Board Chair.

Meetings

- Attend all Board meetings.
- Oversee the financial aspects of Board decisions and make recommendations to the Board in financial matters.
- Work with the Director, Finance to prepare a financial report to the Board at each meeting.

Relationship with the Executive Director and Director of Certification

- Support the Executive Director and Workforce Innovation Officer to foster a relationship based on mutual trust and respect.



Fiduciary Responsibilities

Please see General Responsibilities in the Academy Fiduciary Responsibilities Statement

Monitoring and Review Schedule

Monitor as needed and reviewed by Academy BoT every two years.

Dates Reviewed by Academy BoT

May 15, 2012

March 5, 2017

Dates Modified by Academy BoT

March 5, 2017

Dates Approved by Academy BoT

May 15, 2012

March 5, 2017