



Volunteer Job Description

Position Title: CAMSS Board Treasurer

Relationships:

Reports To: CAMSS Board
Internal Contacts: CAMSS Board Members, CAMSS Membership
External Contacts: General Public, Industry Partners

Length of Commitment: Term of office is two (2) years (January 1 – December 31)
May be re-elected to consecutive terms.

Time Involvement: Average 6 hours monthly
8-10 meetings per year
Up to 2 Educational Conference Programs
Educational Conference Program Committee member

Key Responsibilities:

As a CAMSS Board Officer:

1. Serve as a voting member of the CAMSS Board.
2. Attend CAMSS Board and other meetings to include the Educational Conference Program(s).
3. Serve as a role model and as an advocate:
 - a. for CAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of CAMSS.
 - b. for the CAMSS membership at large.
4. Assist the CAMSS Board in:
 - a. developing and executing annual and strategic plans.
 - b. carrying out its legal and fiduciary responsibilities, as needed.
 - c. initiating formal and effective transition of office to incoming officer at the end of term.
5. Participate as a CAMSS Board Member through one or more of the following methods:
 - a. recruit volunteers or new members to CAMSS who can help further the mission.
 - b. serve as a speaker for CAMSS.
 - c. provide any other kind of service or contribution that furthers the mission of CAMSS.
6. Review and approve nominations for the CAMSS Board based on recommendation by the Nominating Committee.
7. Prepare in advance for decision-making and policy formation at CAMSS Board meetings; take responsibility for self-education on the major issues before the CAMSS Board.
8. Responsibly review and act upon committee recommendations brought to the CAMSS Board for action.

CAMSS JOB DESCRIPTION
TREASURER

As Treasurer:

1. Record all financial data, keeping organized and accurate records for CAMSS accounts.
2. Process all transactions, including income, expenses insurance and credit card reimbursements.
3. Render annual budget with the collaboration of the CAMSS Board.
4. Submit required IRS tax documents and payments, maintaining compliance for EIN and non-profit status.
5. Present a financial report at CAMSS Board meetings and at the Educational Conference Program(s).
6. Maintain Physical Inventory List.
7. Initiate formal and effective transition of office to incoming Treasurer at end of term.

Qualifications:

1. Must be an Active CAMSS member in good standing.
2. Prior experience involving accounting preferred, but not required.
3. Computer proficient and technologically adept preferred, but not required.

Additional Requirements:

1. Support from employer if applicable (written).
2. Commitment to advance the mission of CAMSS.
3. Commitment to full preparation in advance of CAMSS Board meetings for decision making and policy formation and self-education on major issues before the CAMSS Board.
4. Ability to make the necessary time commitment

Subject:	CAMSS Treasurer Job Description
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