

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

JOB DESCRIPTION

I. TITLE:

TREASURER

II. TERM OF OFFICE:

Elected by the membership for a three (3) year term and may succeed self in office once.

III. PURPOSE:

- A. To keep the board apprised of Iowa AEYC's financial status.
- B. To assist with the long range fiscal planning of the organization.
- C. To make recommendations regarding investments, expenditures, and income resources.

IV. REQUIREMENTS:

- A. *Shall be a Member of Iowa AEYC.*
- B. Shall have had two (2) years previous Iowa AEYC Board experience.
- C. Shall abide by the Bylaws of the Association.
- D. Shall have knowledge of financial procedures and financial planning.

V. DUTIES AND RESPONSIBILITIES

- A. Will attend all Governing Board meetings in compliance with the Iowa AEYC Governing Board attendance policies and submit a written report detailing activities and issues pertaining to the position that have occurred since the last board meeting.
- B. Will serve as a Member of the Executive Committee and Chair of the Finance Committee.
- C. Will help develop a proposed budget, and adhere to the budget in consultation with the Executive Director, President, the Accountant, and the Governing Board.
- D. Will review quarterly financial status and report to the Governing Board at each meeting.
- E. Will review monthly credit card statements.
- F. Will administer the financial policy, and guide the Board on all monetary matters.

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- G. Will in-service board members on financial issues.
- H. Will provide orientation for the incoming Treasurer.
- I. Will promote Iowa AEYC and NAEYC whenever possible.