Treasurer

Responsibilities and Expectations

1. **Financial Stability** – The Treasurer has responsibility for maintaining the overall financial stability and liquidity of the Not-For-Profit (NFP). The Treasurer has a fiduciary responsibility to ensure the NFP is engaging into transactions that meet the mission statement of the NFP. The Treasurer has authority and oversight of the daily transactions entered into by the NFP. Transactions exceeding $500 require signature on the check of the Treasurer.

2. **Compliance with NFP Regulations and NFP By-laws** – The Treasurer, working with the third-party CPA, is responsible for ensuring compliance with the regulations of NFPs. The Treasurer is also responsible for ensuring compliance with the provisions of the NFP By-laws.

3. **Preparation and Monitoring of Annual Budget** – The Treasurer is responsible for the preparation and presentation of the annual budget to the Board. The Treasurer is responsible for working with the Board Chair, Executive Director, Board Program Chairs, and Volunteer Program Chairs to understand the planned initiatives and budgetary requests as part of building the budget. The Treasurer is responsible for vetting the budget with the Chair and Executive Director prior to presentation to the Board for approval. The Treasurer is also responsible for monthly monitoring of actual performance relative to the budget.

4. **Monthly Reporting to Board** – On a monthly basis, the Treasurer is responsible for accumulating inflow and outflow activity for the previous month and reporting budget-to-actual to the Board. Deviations from the Board approved budget require explanations. Additional budgetary requests require Board approval.

5. **Oversight of Banking Relationships** – The Treasurer, along with the Executive Director, maintain the relationship with the third-party bank.

6. **Annual Reporting to Members** – The Treasurer is responsible for accumulating, preparing, and reporting to the members at least annually the financial results for the previous year, the financial budget-to-actual results, and the Board approved budget for the upcoming year.

7. **Oversight of Accounting Services** – The Treasurer is responsible for engaging and oversight of the external CPA firm. Services provided by the CPA firm will vary, but should be approved by the Board.

8. **Oversight of 990 Filing** – The Treasurer is responsible for the accumulation, support, and compliance of the annual 990 filing. The Treasurer should work with the third-party CPA firm to support the preparation of the 990 filing.
Qualifications

The Advocacy Chair will have:

- Demonstrated desire to advocate on behalf of families and individual with Down syndrome aligned with DSANI’s vision and mission
- Demonstrated ability to analyze public policy proposals, including legislative language
- Education and knowledge of Advocacy methods and tools
- A minimum of one year of advocacy-related experience
- Experience in coalition-building and working in a team environment
- Specialized knowledge of common technology used to communicate
- Good communication, advocacy and leadership Skills
- Strong organizational and interpersonal skills

Working conditions

Position may require individual to work in working conditions covering a range of circumstances such as regular evening and weekend work. Individual may be required to utilize technology such as computers, websites and/or social media.

Physical requirements

Individual will be required to travel, sit in meetings or functions and attend a variety of functions and events.

Direct reports

Subcommittee members and/or volunteers may report directly to the Advocacy Chair as needed or approved by DSANI board.

Helpful Websites/Resources

- National Down Syndrome Society ([www.ndss.org](http://www.ndss.org))
- Down Syndrome of Northeast Indiana ([www.dsani.org](http://www.dsani.org))
- National Down Syndrome Congress ([www.ndscenter.org](http://www.ndscenter.org))
- Down Syndrome International ([www.ds-int.org](http://www.ds-int.org))