



## **GPA BOARD TREASURER POSITION DESCRIPTION**

*Purpose/Objective:* To develop and monitor GPA's financial operations.

*Qualifications:* The GPA Board Treasurer of the Grant Professionals Association (GPA) must be a member of the GPA Board. The GPA Board Treasurer is elected for a one year term (January-December) by his/her fellow board members at the board meeting held in conjunction with the annual meeting in the fall of each year.

*Time Commitment:* The GPA Board Treasurer expected time commitment is three hours per month for a one-year commitment. The GPA Board Treasurer will be reimbursed of expenses incurred in performing his/her regular duties within a reasonable limit as determined by the Board.

*Responsibilities include:*

1. Perform all duties incident to the office of Treasurer and other duties required by law, by the Articles of Incorporation, by the Association Bylaws, or as assigned by the Board.
2. Have charge and custody of, and be responsible for, all funds and securities of the Association.
3. Receive, and give receipt for, money due and payable to the Association from any source whatsoever.
4. Disburse, or cause to be disbursed, the Funds of the Association as may be directed by the Board, taking proper vouchers for such disbursements.
5. Keep and maintain adequate and correct accounts of the Association's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
6. Exhibit at all reasonable times the books of account and financial records to any Director, or to his or her agent or attorney, on request therefore.
7. Render to the President and Directors the financial condition of the Association monthly as evidenced by the income statement, balance sheet, and cash flow statement of the Association.
8. Certify the financial statements to be included in any required reports.
9. Serve on the Executive Committee.
10. Serve as the Chair of the Finance Committee.
11. Serve as the Board Liaison to the Finance Committee.

*Measure of Success:* GPA accounts balance; all financial records are in order; all forms and documentations are accurate, completed and distributed in a timely manner; GPA has increased revenue; budget submitted, approved and met.

*Benefits:* Gain experience working with committees; gain beneficial experience for job; strengthen existing skills.