

+ Treasurer Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Board of Directors Job Summary

The governing body of NARI of Silicon Valley is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, Silicon Valley Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

+ Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the [chapter's bylaws](#)
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)
- Reviewing board reports, committee reports, and/or other proposed action items before the meetings

- Respond to urgent action items or email board votes within the time requested by the President or Executive Director.
- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director, recruiting for nomination, orienting, and developing new board members.
- Reporting to the President and the Board of Directors as a whole.
- Being members (or employees of members) of the local NARI chapter in good standing.
- Attending most Chapter events, Holiday Gala, etc.
- Hiring and evaluating the performance of the executive director.

+ **Benefits from serving on the Board of Directors**

1. Improve team leadership qualities.
 2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
 3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
 4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
 5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
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+ **The responsibilities of the Treasurer include:**

- Ultimately being responsible for overseeing the keeping of accurate financial records, and for monitoring income and expenses and making recommendations as needed to assure that the organization stays financially healthy.
- Overseeing the bookkeeping and accounting for the chapter working with the Executive Director to make sure bills are paid, income is deposited, etc.
- Reviewing the monthly bank statements and financial reports generated from QuickBooks by the Executive Director, including Profit & Loss and Balance Sheet reports.
- Helping create annual budget, and makes sure the chapter stays within the budget.
- Interfacing with the Executive Director on a monthly basis to discuss financial status.
- Working with the Executive Director interfaces with CPA for the chapter concerning annual tax filings, etc.
- Working closely with the Executive Director to ensure [GAAP \(Generally Accepted Accounting Principles\)](#) and accurate bookkeeping
- Assisting the board in setting policies to ensure internal control over financial reporting
- Making recommendations on current accounts.
- Reporting to the Board each month, in writing, as to financial status of chapter, making recommendations as needed.

- Being the main check-signer, which requires giving birth date, driver's license # and SS# to the bank. Will also initiate and oversee semi-annual internal audits.
- Ensuring that this position is organized as is necessary to insure a smooth transition for the successor.

+ The qualifications of the Treasurer include:

- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of other board members & Executive Director).
- Being able to understand, analyze and explain financial reports, including Profit & Loss, Balance Sheet, Budget, Bank Reconciliations, Tax Returns, etc.
- Basic knowledge of accounting, spreadsheets (Excel) and QuickBooks (online & desktop) is highly recommended.

+ The financial and resources development expectations:

- Outreach and encourage registration of members and guests for chapter events.
- Recruit event sponsors if possible.
- Identify and assist in the cultivation of new/renewing members.

+ Time Demands (approximate)

Time Commitment	Details
1.5-2 hours a month	Attend Board meetings; must attend at least 9 Board Meetings per year.
3 hours a month	Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year.
1-2 times a year	All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter



TREASURER

SECRETARY

VP OF PROGRAMS

PROGRAMS CHAIR & COMMITTEE

PART-TIME
Executive Director

BOARD CHAIR

VP OF INDUSTRY PARTNERS

INDUSTRY PARTNERS CHAIR & COMMITTEE

VP OF DIVERSITY, EQUITY & INCLUSION

DIVERSITY EQUITY & INCLUSION CHAIR & COMMITTEE

VP OF EDUCATION

EDUCATION CHAIR & COMMITTEE

VP OF MARKETING & PUBLIC RELATIONS

MARKETING & PR CHAIR & COMMITTEE