**Job Description: Treasurer**

**Scope of the Position**

The Treasurer is elected from the current Directors by the membership and is an Officer of the Board of Directors responsible for managing the financial affairs of NYSSA. The Treasurer works to ensure the financial soundness of NYSSA and to ensure that NYSSA funds are used in accordance with the mission and strategy of the society, and in the best interests of the members. The Treasurer is a member of the Executive Committee, and as such, provides an objective and well-qualified point of view to the other members of the Executive Committee and to the Board. The Treasurer attends all Board of Directors meetings, providing information and answering questions related to the financial activities of NYSSA. The Treasurer has broad oversight over financial activity in the arenas of both operating and investing. The Treasurer represents the best interests of NYSSA’s membership and the profession, and may be called upon by the Board to represent NYSSA in a variety of venues. The time commitment to be considered is 10-15 hours per week in general, but may be more during times of heightened activity.

**Duties and Responsibilities**

* Attend all Board of Directors, Executive Committee, and Annual Meetings, preferably in person.
* Serve on the Executive Committee, strive to add to NYSSA’s senior management strength.
* Review and present monthly and periodic financial statements to the Board, noting variances with budget, and providing guidance for resolution of budget and financial issues.
* Review and present annual operating and capital budgets to the Board as required.
* Recommend and review financial operating policies, and monitor staff adherence to them.
* Chair the Finance Committee.
* Review investment policy and monitor performance of investments.
* Serve as a NYSSA co-signatory for legal and financial purposes.
* Perform such other functions as determined by the Board.
* Assume the basic duties and responsibilities of a Diretor-at-Large.

**Desired Skills and Experience**

* Member of the Executive Committee: minimum 1 year prior board experience required
* Experience with finance or accounting, as well as audit
* Proven executive leadership and/or entrepreneurial skills
* Well-connected and well-reputed with access to senior industry professionals
* Excellent communicator in written and verbal mediums
* Current NYSSA member in good standing
* History of involvement with NYSSA