

The Rotary Club of Rochester Board Position Description

Board position: Treasurer (year 1 of 2)

Length of Term: 1 year as Treasurer (plus 1 year additional service on the Rotary Club of Rochester Foundation)

Incoming Packet: Job Description, Club Budget, Current Financial Reports

Roles and Responsibilities

The Treasurer of the Rotary Club of Rochester is responsible for assuring overall accuracy of the financial records of the club, as follows:

- Work in close cooperation with Administrative Director and Past President Bill Nietz, financial auditor, to assure accurate accounting and completion of the books and records of the club
- Review bank statements and accounts each month
- Authorize checks for disbursement as presented by Administrative Director
- Register for member access at www.rotary.org

The Treasurer of the Rotary Club of Rochester is also responsible for assuring overall accuracy of the financial records of the Rochester Rotary Club Foundation Funds maintained as separate books and accounts.

Committee responsibilities

- Budget Committee
 - Member
 - One time in April for budget goal setting
 - One time in May for budget meeting
- Rotary Club of Rochester Foundation Board
 - Member
 - Quarterly or as needed and scheduled by Rotary Club of Rochester Foundation Chair
 - work toward a systematic review of investments and maintain the plan for asset allocation and investment strategy

Board responsibilities

- Attend board meetings and participate in discussion and decisions
 - Present summary of monthly financial reports
- Provide guidance on planned income and expense for projects currently in process or those being planned
- Attend and support Rotary Club of Rochester events

Individual Leadership Development

- Attend District training for Board leadership at District Conference in April (attendance encouraged)
- Participate in District training specific to your role