

**Executive Board Treasurer**

***Volunteer, 2-Year Term***

Pacific Peoples’ Partnership (PPP) elects an Executive Board Treasurer to deal with the organization’s finances and make important decisions regarding spending and investing. This role is demanding and engaging, with a lot of responsibility and opportunity to initiate change.

The Treasurer of the Board will have the following duties and responsibilities:

* Manages the finances of the organization, including the Board’s review of and action related to, financial responsibilities.
* Ensures appropriate financial reports are made available to the Board and answers questions.
* Regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health.
* Provides annual budget to the Board for members’ approval.
* Ensures development and board review of financial procedures and systems.
* Chairs the Finance Committee and prepares agendas for meetings.
* Recommends to the Board when the organization should have an audit.
* Assists in the selection of an auditor, if needed, and meets with them annually.

The Executive Board Treasurer would ideally have experience in bookkeeping or accounting. The Treasurer must be highly trustworthy since they will be responsible for producing financial statements and handling the organization’s funds.

The Treasurer will work closely with the ED and Executive Board President, although will mostly work independently and will be participative within other relevant committees or as per personal interest.