



SOCIETY OF  
RESEARCH  
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## Treasurer of the Board of Directors Job Description and Qualifications

### **Role**

The Treasurer monitors the financial condition of the organization and oversees the financial administration of the Society, including receipts, disbursements, investments and performance against budget.

### **Minimum Qualifications**

Individuals nominated for the office of Treasurer must have the following minimum qualifications for consideration:

1. A full member of the Society for at least five years.
2. Served on the Development and Finance Committee for SRAI or another nonprofit.
3. At least 5 years of relevant financial experience that will enable them to perform the responsibilities below.

### **Preferred Additional Qualifications**

It is valuable for individuals nominated for the office of Treasurer to have insight and knowledge about the Society by having served in a variety of governance opportunities within the Society including, but not limited to, the following:

1. Served at least one term on the Board of Directors.
2. Held at least one Section or Division Office.
3. Served on a Committee.

### **Preferred Skills**

The Treasurer should possess:

- Strong financial analysis skills and experience with budget preparation
- Effective written and oral communication
- Ability to persuade and motivate others
- Familiarity with electronic systems, web-based platforms, and use of social media
- Commitment to engagement and inclusion ideals
- Dedicated team player and consensus builder
- Familiarity with current rules, regulations, and guidelines pertaining to research administration and management
- Ability to be self aware and respect confidentiality

### **Responsibilities**

Responsibilities of the office of the Treasurer include, but are not limited to:

1. Serves as a voting member of the Board of Directors and the Executive Committee, and as an ex-officio member of the Strategic Planning Committee.



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2. Oversees and reviews for approval all actions, procedures, and policies with major financial implications.
3. Monitors budgetary performance of the organization, recommending modifications as needed.
4. Presents to the Board of Directors an annual budget for the organization, developed in concert with the Development and Finance Committee, Executive Director and Chief Operating Officer.
5. Prepares a report of the financial affairs of the Society for Board of Directors meetings and for the membership at the annual business meeting.
6. Monitors and approves investment vehicles for the Society's reserves in investments that fully protect the principal.
7. Serves as chair of the Development and Finance Committee.
8. Establishes and maintains a close working relationship with the Executive Director for continuity of goals, objectives, and purposes of the Society.
9. Works with Sections, Divisions and Committees in the development of pricing and profitability structures for SRAI projects and services.
10. Reviews monthly financial statements and all annual tax returns as prepared by the Executive Office.
11. Presents the annual audit of the Society's finances to the Board of Directors for approval.
12. Attends the annual business meeting and all Board of Directors meetings, and any other meetings deemed necessary by the President.