



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

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 the last 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.
4. Served on a committee or as an officer in the Society within the last five years.

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
- 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.
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.