



OHVMA Board Member Position Description

Position Title: Treasurer

To promote the wellbeing of OHVMA through recruitment, retention, and succession planning. To advance the profession of healthcare volunteer administration through education, leadership, development, and networking.

Scope:

The Treasurer shall attend all OHVMA Executive Board meetings, Full Board meetings and the Annual Meeting. The Treasurer is responsible for budgeting, reconciling, and submitting all financial records for OHVMA.

Qualifications:

- Active member of OHVMA.
- Employed as Healthcare Volunteer Management Professional with a minimum of 2 years of experience.
- Demonstrates the leadership skills necessary to fulfill the responsibilities of the office.

Responsibilities:

- Create an annual budget for approval.
- Record deposits and withdrawals.
- Maintain accurate records of all financial affairs and transactions.
- Organize and deliver all documents to accountant annually to maintain non-profit status, 501(c)(6).
- Assist in preparing taxes and insurance.
- Ensure that OHVMA is bonded.
- Check PO Box regularly for correspondence and payments.
- Pay all invoices in a timely manner.
 - Wild Apricot (OHVMA website/database).
 - Network Solutions (domain name provider *ohvmaonline.com*)
 - USPS (post office box).
 - Merchant Services.
- Prepare monthly/quarterly statements for the Board.
- Work closely with Membership Chair, as needed, on membership dues, etc.
- Treasurer may act as chairperson of the finance committee, as needed.
- Understand and uphold the Guiding Principles to maintain the mission of OHVMA.
- Attend all Executive Board meetings and Full Board meetings.



Term:

- 2-year elected term.
 - Eligible to serve up to two consecutive terms in the same office or at the discretion of the Executive Board.