

<b>BASIC/Blanchard Community Center</b>	<b>Board of Directors &amp; Officers Position Duties</b>
<b>Position:</b> Treasurer	Original Date: 2/2022

### General Information & Instructions

Being a BASIC/Blanchard Community Center Board member is a volunteer position that commits time, talent, and service. No matter what your position, every officer has a fiduciary duty to act in the best interest of the association as a whole. You must exercise sound business judgment, respect the confidentiality of board deliberations and decisions, and avoid real and perceived conflicts of interest. In short, you must execute your responsibilities in good faith, with good judgment, without conflict, and by always putting the association's interest above your own.

### Expectations and Responsibilities

1. The Board Treasurer will exercise careful, and independent judgment based on what is happening at the Board meetings, in the local community, and on behalf of the BASIC/Blanchard Community Center
2. The Board Treasurer will be a Community Center member, in good standing with all dues paid, and always exhibit professional behavior. Furthermore, The Board Treasurer will treat constituents with respect and decency.
3. The Board Treasurer will be well versed in BASIC's non-profit budgetary requirements and restraints. Further fiduciary duties include:
  - Collecting and disbursement of BASIC's funds
  - Keeping the financial accounting books for the Fiscal Year of Nov. 1 to Oct. 31
  - Developing the Annual Budget and presenting to the Board for approval
  - Preparing and submitting the Corporation's Form #990
  - Preparing and submitting the Annual Report for the Idaho Sec. of State
4. For ease of communication, there is a preference that the Board Treasurer will have access to a computer for documents and email. An operating knowledge of QuickBooks is highly recommended.
5. The Board Treasurer will read and agree to comply and uphold the Governing Documents for the BASIC/Blanchard Community Center. The Governing Documents include but are not limited to:
  - a) The Articles of Incorporation
  - b) The By-Laws of BASIC/Blanchard Community Center
  - c) Registration with the Idaho Secretary of State
6. The Board Treasurer will serve a calendar two (2) year term. Should a vacancy occur, the Board will appoint a replacement for the remaining time of the that office holder.
7. The Board Treasurer will actively support Board activities by:
  - Maintaining an up-to-date membership list of members in good standing
  - Reading and responding to meeting agendas, meeting minutes, action items, and other accountabilities associated with the BASIC/Blanchard Community Center
  - Casting votes, participating/chairing the Finance Committee, and supporting decisions made
  - Delegating and mentoring others through volunteerism and through committees
  - Regular and punctual attendance at all meetings through physical presence or telephonic conferencing.