



Treasurer

Summary of Responsibilities

Revised: March 2017

Summary of Charge

The Treasurer is responsible for:

- Signing off on all accounting functions and knowing exactly where EnglishUSA stands financially at any point in time
- Being accountable to the Board for the state of EnglishUSA finances
- Providing updates on current financial position of the organization—budget-to-actuals report
- Ensuring that revenues are sufficient to cover the cost of implementing the Strategic Plan
- Ensuring that reserves are adequate to keep EnglishUSA financially viable
- Monitoring investments and making recommendations for change
- Delivering a financial report for the NAFSA business meeting, which includes a 3-year budget summary plus a net-assets overview as well as projections of large, nonrecurring expenses for the following three years
- Approving Executive Director travel expenses
- Presenting the draft of the budget prepared with the Finance Committee to the Board for adjustments and approval
- Preparing and presenting an analysis of the current dues in relationship to the budget and proposing an adjustment to the budget and dues, if needed
- Promoting EnglishUSA to current and potential members and to other organizations in the international education field

Length of Term

Two years

Committees

The Treasurer chairs the Finance Committee. This committee prepares a draft of the budget for the following fiscal year so that all expenses necessary to accomplish the goals for that year are included. The Finance Committee also considers and plans for substantial, nonrecurring expenses for the following three years and presents these plans during the Spring Board Meeting.

General Responsibilities

- Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- Provide report for review and discussion at board meetings
- Align activities with the goals of the EnglishUSA strategic plan
- Contribute to the recruitment of new board members
- Review the strategic plan annually and contribute to its revision as necessary
- Participate in the Executive Director's annual performance review