

**BANDON LIBRARY FRIENDS AND FOUNDATION  
(BLFF)  
VOLUNTEER POSITION DESCRIPTION**

**1. Position Title**

TREASURER

**2. Work Location**

Meetings are held in Bandon Library's Sprague Community Room. No office space is provided. The Treasurer maintains the financial records in a safe, secure environment of his/her choice. Frequent bank visits and meetings with the BLFF President, a co-signer of checks, are necessary.

**3. Purpose of the Position**

The BLFF Treasurer administers and manages the finances of the BLFF. As specified in the Bylaws, the position is an Officer of the Board and is elected annually by the Board.

**4. Responsibilities and Duties**

- Serves as a BLFF Board Member (see Board Member documentation).
- Maintains and reviews the financial records of the BLFF and reconciles discrepancies.
- Prepares monthly financial statements.
- Reports financial activity at least quarterly at a monthly BLFF board meeting.
- Prepares and files tax filings and other mandatory reports as required.
- Deposits all funds and other valuable effects of the BLFF in such depositories as may be designated by the Board.
- Writes checks, with signatures specified in the Bylaws, for expenditures authorized by the BLFF Board.
- Maintains the financial records in a safe, secure environment.
- Makes the records available for public inspection at the office of the BLFF's registered agent upon request.
- Makes recommendations on investments and cash management.
- Ensures development and board review of financial policies and procedures.
- Has powers and performs such duties as the Board may prescribe.
- Serves in the position until a successor is duly elected and qualified.

**5. Qualifications**

- Knowledge of BLFF mission, bylaws, goals and objectives.
- Good with numbers and comfortable doing accounting and balancing checkbooks.

**6. Commitment Expected**

The Treasurer is a Board Member with a three-year term and is elected annually by the BLFF Board to serve as Treasurer. The time commitment for keeping the financial records of BLFF is eight to ten hours monthly, not including about 2

hours monthly to attend BLFF Board meetings. A Treasurer may serve unlimited consecutive terms.

**7. Training**

- BLFF Board President will assist the Treasurer in obtaining the necessary orientation, training and documentation.
- Within 6 months of taking office, a new Treasurer will attend a seminar/training on treasurer and board duties in Oregon nonprofits.

**8. Other**

None