

TOPEKA LITERACY COUNCIL
Board Treasurer Job Description

POSITION TITLE: **Treasurer**

REPORTS TO: President

TERM OF OFFICE: Two years; may be elected for additional two-year terms, subject to the will and pleasure of the Council. Election is at the June meeting, tenure of office to commence with installation immediately following the election.

DUTIES:

- A. Oversee the handling of all monies of the Topeka Literacy Council, working closely with the President or Office Manager.
- B. Make regular reports to the Executive Committee and Board of Directors.
- C. Serve on the Finance and Fund Development Committee by virtue of office, normally serving as the chair. The primary focus of the Finance and Fund Development Committee is the preparation of the annual budget and management of TLC funds. It also develops long-range fund-raising strategies so that a unified approach is projected.
- D. Serve as the principal check signer, usually on a weekly schedule, as coordinated with the President or Office Manager.
- E. Serve as a member of the Executive Committee and of the Board of Directors of Topeka Literacy Council.

(3/2024)