

<b>Job Description of Northern Yearly Meeting</b>	
<i>Committee</i>	Officers
<i>Position(s)</i>	<b>Treasurer</b>
<i>Date Approved by NYM</i>	2011 draft
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<i>File Name</i>	<i>Officers/OFF--Treasurer</i>

#### Gifts

1. Financial, computer, organizational, and recordkeeping skills
2. Ability to communicate clearly about financial matters to committees and individuals
3. Knowledge of Quaker process
4. Knowledge of NYM history and practice
5. Should be member of a Monthly Meeting and available to attend Northern Yearly Meeting annual session(s) and Executive, Budget, and Audit committee meetings

#### Responsibilities and Activities

1. Receive and dispense NYM funds, maintain accounting system, and advise Yearly Meeting of its financial status.
2. Attend:
  - a. Audit committee meeting(s) to review the books with the committee or otherwise participate in Budget committee meeting(s)
  - b. Executive committee meeting(s).
  - c. Annual NYM Meeting(s) for Worship with Attention to Business.

#### Membership on Committees

1. Member of:
  - a. Executive committee
  - b. Budget committee (ad hoc member)
2. Provide information and support to Audit committee (not member of Audit)

#### Bookkeeping and Records

1. Deposit all receipts into NYM checking account in timely fashion
2. Maintain proper documentation for all deposits
3. Enter all deposits into NYM computerized accounting system
4. Reconcile NYM books with bank statements in timely fashion
5. Maintain complete documentation of activities for review by Audit committee
6. Transfer funds among NYM checking account, savings account(s), CD(s), and stocks as warranted

#### Reports and Correspondence

1. Prepare:
  - a. Transaction and related activity reports needed for annual review by Audit committee
  - b. Periodic reports of both Income and Expenses and Assets and Liabilities for annual session and Executive and Budget committees
  - c. Other reports, such as requested by a specific committee or annual session planning volunteers, as requested

#### Appointment and Term

1. Nominated by NYM Nominating committee
2. Approved by NYM Meeting for Business to begin service the following January 1. During the six months before the term begins, the incoming Treasurer is expected to work with the outgoing treasurer to learn the position's responsibilities.
3. Three-year (3) term