



Dayton Area Board of REALTORS®

TREASURER JOB DESCRIPTION

The Treasurer presents the association's financial statements to the Board of Directors. To do that, the Treasurer must become familiar with the statement format and content, and assists in the preparation of the board's budget. The Treasurer is chairperson of the board's Finance Committee, which reviews the budget and financial condition of the board. The Treasurer serves as a second signatory on board checks.

Qualifications:

Candidates for Treasurer must be current members of the Board of Directors.

Specific Responsibilities:

Chairs the Finance Committee and assists in the preparation of the annual budget. Holds quarterly meetings of the committee to review the budget. Serves as a member of the Executive Committee.

Prior to monthly Executive Committee meeting, meets with staff to review monthly financial statement to present to the Executive Committee.

Attends board membership meetings and social functions to be visible and accessible to the membership.

Weekly, usually on Friday, signs DABR checks.

If possible, attends OAR meetings and serves as an OAR Director.

Time Commitment:

Attends monthly meetings of the Executive Committee and Board of Directors.

Holds quarterly Finance Committee meeting, usually as a joint meeting of the Executive Committee.

Signs checks at Board office on Fridays.

Prior to Executive Committee meeting, meets with staff to review financial statements.

Attends three, three-day meetings of the Ohio Association.

Absences:

Absence by a member of the Board of Directors from three (3) consecutive regular meetings or four (4) regular meetings in any year without an excuse that is deemed valid by the Board of Directors shall be construed as a resignation by such Board members.

Term:

The term of office of the Treasurer shall commence on January 1 immediately following his or her election. The current Treasurer continues to serve until a successor is duly elected and begins his or her term.

Election Procedure:

At the regular Directors' meeting in June of each year, the Directors elect from one of their numbers a Treasurer to serve a term of one year. Upon completion of the one-year term as Treasurer, the Director shall serve the balance of the term, if any, for which the Director was elected.