

**NATIONAL ASSOCIATION OF VOLUNTEER PROGRAMS  
IN LOCAL GOVERNMENT (NAVPLG)**

**TREASURER  
JOB DESCRIPTION**

**Term of Office:** One year, from annual meeting through end of one subsequent annual meeting. No treasurer shall serve longer than three consecutive terms.

**Key Responsibilities:**

- **Treasurer Function:** Serve as the chair of the finance committee and manage, with the finance committee, the board's review of and actions related to financial responsibilities. Ensure that appropriate financial reports are made available to board and members on a timely basis. Present the annual budget for approval. Prepares financial information for annual audit. Implement safeguards to protect association assets. File paperwork to maintain 501 (c) (3) status.
- **Policy Administration:** Responsible for ensuring the association operates within its adopted by-laws. Acts on proposed revisions to by-laws. Recommends policies that determine the purpose, governing principles, functions, and activities of the association.
- **Evaluation:** Regularly monitors the financial activities of the association including committee spending, scholarships, proposals, and operations.
- **Public Relations:** Understands and interprets the work of the association to other interested parties and organizations.
- **Finance:** Approves and monitors the association's finances. Responsible for developing annual budget, and authorizing and approving the annual audit.
- **Programs:** Participates in planning, monitoring, and evaluation of programs of the association.

**Minimum Position Requirements:**

- Current paid member of the association.
- Demonstrated interest in the goals and objectives of the association.
- Commitment to participating in all board meetings, serve on a committee, and participate in activities whenever possible.