

Her Spark Treasurer's Role and Responsibilities

Role

The Treasurer oversees the financial affairs of the organization. The Treasurer creates and maintains systems for ensuring the organization's ongoing solvency and oversees the development of policies that maintain financial integrity and controls.

The Treasurer actively manages:

- Financial Reporting
- Tax Compliance
- Budgeting
- Financial Policies
- Internal Controls
- Financial Investment
- Financial Risk Management
- Audits

Responsibilities

Continually

- Develop and practice strong internal controls and financial management policies
- Ensure accurate and complete financial reporting and proper maintenance of financial records and tax returns
- Regularly assess risks and whether and how such risks should be mitigated
- Keep a calendar of filing requirements and deadlines

Monthly (in addition to daily and weekly responsibilities)

- Present financial updates at the monthly board meetings

Quarterly (in addition to daily, weekly, and monthly responsibilities)

- Asses financial risk and whether and how such risks should be mitigated
- Evaluate investment strategy

Annually (in addition to daily, weekly, monthly and quarterly responsibilities)

- Partner with the events team to develop, plan, and rollout the Summer Summit

Contact:

Tess Bradford

tbradford@herspark.org