



Oregon Association for the Education of Young Children

Treasurer Position

ORAEYC's Vision: All young children thrive and learn in a society dedicated to ensuring they reach their full potential.

ORAEYC's Mission: ORAEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

Position: In addition to fulfilling the general responsibilities of a Board member, the ORAEYC Treasurer serves as a member of the Executive Committee and chair of the Finance Committee. The Treasurer has general oversight of the care and custody of the organization's financial assets and investments. The Treasurer will prepare and present recommendations to the President and the Board relative to fiscal policy.

Time Commitment: ORAEYC Governing Council meets a minimum of three times per year. Most of these meetings are one day events (4-8 hours) except for our annual board retreat (Spring) that spans two days. Additional Executive Committee check-in meetings may be scheduled monthly and typically are 1-3 hours in length. These are usually conducted as virtual meetings. The Finance Committee typically meets for an hour or two in advance of each Governing Council meeting to prepare the financial reports for the meetings. The Treasurer should expect to put in an additional 4-8 hours per month to meet with the Executive Director and accounting personnel as needed.

Treasurer Position Description

1. Serve as a member of the Governing Council for a two year term. Eligible to stand for re-election for an additional two year term if nominated.
2. Serve as a member of the Executive Committee.
3. Serve on the Personnel Committee is requested by the Board President.
4. Maintain close communication with the Executive Director regarding financial matters.
5. Monitor disbursement and receipt of ORAEYC funds on a quarterly basis.
6. Convene the Finance Committee at least one month prior to the Spring Governing Council meeting to prepare annual budget with consideration to fiscal policy, recommendations and future plans. Present the proposed budget at the Spring Governing Council meeting.
7. Present quarterly financial reports at each Governing Council meeting. Send financial documents to Governing Council members 1 week in advance.
8. Convene the Financial Review committee to 1) conduct an annual financial review to audit the financial records of the organization within three months of the close of the fiscal year. 2) Convene Finance Committee quarterly prior to Governing Council meetings to review the ORAEYC budget and make appropriate recommendations.
9. Assist in the oversight of the collection of annual financial reports from all chapters. Provide training and on-going support for Chapter treasurers.
10. Review the preparation of annual tax reports by the bookkeeper and Executive Director.
11. Complete other duties as assigned by the President.