Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

Job Description

TREASURER OF THE BOARD OF TRUSTEES

Department:	Board of Trustees
Reports To:	Chair of the Board
Provides Direction To:	Finance Committee and CFO
Status:	
Date Updated:	July 28, 2020

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Administration

- The Treasurer of the Board shall serve as the Chair of the Finance Committee
- Keep or cause to be kept adequate and correct accounts of the corporation's properties, receipts and disbursements
- Make the books of account available at all times for inspection by any Trustee
- Be advised of deposit or cause to be deposited the corporation's monies and other valuables in the corporation's name and to its credit, with the depositories the Board designates
- Disburse or cause to be disbursed the corporation's funds as the Board directs
- Render to the Board of Trustees, as requested but no less frequently than quarterly every fiscal year, an account of the corporation's financial transactions and financial condition
- Be aware of any reports on financial issues required by an agreement on loans
- Have such other powers and perform such other duties as the Board may prescribe