



EXPECTATIONS FOR THE TREASURER OF THE BOARD OF DIRECTORS

Per the By-laws:

If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of duties in such sum and with such surety or sureties as the Board of Directors shall determine. He/she shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories [...]; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Responsibilities of the Office of Treasurer :

1. Prepare timely financial reports for the review of the Board at regularly scheduled meetings and as needed for grant reporting.
2. Prepare annual budget for the approval of the Board.
3. Oversee registration process in cooperation with the Secretary.
4. Report the paid membership of the chorus.
5. Track donor information, donor levels, and prepare donor thank you letters and tax substantiation.
6. File required documents, including state sales tax, IRS Forms 990 and 1099, and biennial corporation filing.
7. Oversee the fundraising strategy of the Organization, including supervision of the Director of Development and Fundraising.
8. Maintain the Organization's membership in professional organizations.
9. Meet all requirements for general Directors as detailed in the "Expectations for the Members of the Board of Directors" document.

Adopted by the Voices of Omaha Board of Directors: March 7, 2015