**Oregon Library Association**

**Treasurer (Two year position)**

**Powers & Duties**

* Maintains an active membership in the Oregon Library Association.
* Performs such duties as are implied by the title and as are detailed in the OLA Bylaws.
* Serves as a voting member of the Executive Board.
* Submits the annual budget for the Executive Board’s approval. (The draft of the annual budget is assembled by the Association manager based on previous year’s activities.)
* Monitors the Association’s fiscal activities, working closely with the Association manager to review accounts activities and makes reports at Executive Board meetings.
* Serves as treasurer of the annual conference.
* Serves as chair of Finance/Investment Committee.
	+ Monitors investments, reviews investment policy
* Prepares a report of the year’s financial activities to be shared at the OLA Annual Meeting.
* Prepares files at the end of his /her term of office and sends notebook documenting items of budgetary historical importance to the OLA archives.
* Assures a smooth transition by working closely with the next Treasurer.

Time commitment:

* 1 hour a week (or less) to cosign and mail checks over $500 and compare payment requests against monthly budget reports
* Once a month: review monthly financial reports
* Every other month: prepare a short report on financial activities for the OLA Executive Board meeting.

*Document revised 1/30/15 by OLA Nominating Chair Penny Hummel.*