

**Junior League of Fort Collins
Board of Directors
Treasurer Elect Success Map**

As the future custodian of the funds of the League, the Treasurer Elect is responsible for collaborating with the Treasurer to ensure the collection of all monies and the making of all payments in accordance with the budget; is responsible for full and accurate record keeping; and presenting financial statements at the regular meeting of the Board.

Key Responsibilities:

- Serves as a non-voting member of the Board of Directors, with voice, and carries out the League Bylaws; ensures that the League is in compliance with all legal regulations, rules and ethical standards; maintains its accountability to the community; and operates for the public good;
- Trains to become League Treasurer: learns Junior League of Fort Collins systems for Financials, understands the strategic direction of League
- Collaborates closely with the Treasurer throughout the year, including delegation of tasks, to ensure all responsibilities are met.
 - Issues payments for the League's bills and other obligations, providing for a two week turn around;
 - Monitors the JLFC P.O. Box, sorts the mail and makes deposits weekly or as needed;
 - Maintains the financial records of the League in proper order and prepares monthly financial statements;
 - Works with the Executive Vice President, and/or Committee Chairs as necessary, to ensure accurate booking of revenue and expenses, and tracking earmarked and restricted funds;
 - Manages Membership Dues - coordinates dues bundles as necessary, ensures Active and Sustainer Member Dues are paid on time and updates Member list accordingly. Coordinating with the secretary as needed to keep AJLI member list up to date.
 - Make (or delegate) payment of AJLI membership dues annually.
 - Works with President to provide the League's Accountant financial information to complete necessary audits and/or IRS filings;
 - Monitors and reviews all League investments with the Board;
 - Abides by Internal Revenue Service and Association of Junior Leagues International recommendations for document retention;
 - Works with the Executive Vice President to provide intermittent budget updates for disbursement to Committee Chairs;
 - Processes payments and submits deposits through the credit card machine, and makes the machine available for fundraisers or meetings;
 - Coordinates with the Executive Vice President to formulate and present the annual budget to the Board.

Key Skills: Attention to detail, time-orientation, managing deadlines, communication, collaboration, organization, comfort with numbers and math, trustworthy, membership recruitment/retention, ability to manage budget.

For additional information about this position or the application process, please contact the Governance Director at nominating@jlfortcollins.org.

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Length of Term: One year as Treasurer Elect with following year as Treasurer
(two year full commitment)

Key Relationships: Board of Directors; Secretary; Executive Vice President

Required Qualifications: Must be an active member in good standing and pass a background check.

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