SOM Alumnae Association Board Job Description
Treasurer/Clerk Position
Last Updated: February 2010

Purpose: The purpose of this position is to provide fiscal and fiduciary oversight and management to the SOMAA.

Role: The Treasurer/Clerk is responsible for all fiscal matters of the Association and is accountable to the Board of Directors and to the members of the Association. The Treasurer/Clerk acts as a resource to the Board in its efforts to achieve objectives for both the SOM and the alumnae. The Treasurer/Clerk is responsible for fully understanding the Bylaws of the Association and advising the Board so as to facilitate full compliance with the Bylaws and its Fiduciary responsibility. This is a voting position.

Term of Office:
SOMAA Voting and Associate Board members are elected to an initial two-year term¹. At the end of her 2nd year of service, a Voting or Associate member may choose to remain on the board for a third year. At the end of her 3rd year of service, a Voting or Associate Board member may choose to remain on the Board for a fourth and final year².

Voting Members are required to stay in their role for the initial two year term. Associate Members may apply for other open positions after their first year of office.

General Board Member Responsibilities:
- Attend and engage in full vetting of views in discussions at monthly Board meetings (six in person Board meetings and five phone meetings) and the annual Board retreat
- Attend and participate in the Annual Meeting and SOMAA Speaker Series
- Facilitate one Board Meeting per year
- Be fully conversant in the vision, mission/purpose, core principles, values, objectives, policies and the associated activities of the Board and convey to SOM alumnae and other members of the greater College community
- Encourage alumnae participation in SOMAA and SOM alumnae events and other forms of engagement
- Generate leads and assist with recruitment of prospective Board Members and Student Representatives
- Identify and refer prospective students to the SOM
- Act as ambassadors of the SOMAA to the community
- Support efforts to increase participation in the SOM Annual Fund
- Contribute to the SOM Annual Fund at or above the Leadership level
- Support board initiatives by serving on 1-2 standing and/or special committees
- Actively participate in SOM and SOMAA activities and as schedule permits, attend the following:
  - Leadership Weekend
  - Annual Holiday Party
  - Graduation
  - Networking and Fundraising events
- Assist in the documentation of SOMAA policies and procedures

Position Responsibilities:

¹ Voting and Associate members are defined in the Board Bylaws.
² The four year term limit is a lifetime limit.
The specific Treasurer responsibilities include:

- Manage bank account and investment account.
- Pay all bills and disburse all monies in a timely manner and as authorized by the Board.
- Track and monitor spending and investments, including monthly account reconciliations and monitoring of investment returns.
- Make financial recommendations to the Board, including but not limited to the investment strategy of the Association’s assets.
- Provide a complete financial report to the Board on a quarterly basis and at the close of the fiscal year. Prepare year end financial information for inclusion in the Annual Report.
- Work with OARAG in the preparation of an annual budget and present it to the Board.
- Perform as liaison to the OARAG relative to the budget throughout the year.
- Establish checks and balances with the Executive Committee.
- Manage process for filing annual tax documents in a timely manner.
- Other duties as needed.

The specific Clerk responsibilities include:

- Document minutes of Board of Directors meetings and provide the draft minutes to all Board members within one week of the Board meeting.
- Document minutes of the annual meeting or any special meeting of the Association and publish on Alumnet.
- Prepare notices of the membership, Board, and other correspondence as directed.
- Coordinate the development and distribution of the Annual Report.
- Document and update Association and Board policies and procedures.
- Retain copies of Board documents.
- Manage shared document internet site.
- Ensure compliance with applicable federal and state laws.
- Other duties as needed.

Key Relationships:

- SOM staff and the SOM Office of Alumnae Relations and Annual Giving (OARAG) - to ensure the best interests of the alumnae community are represented.
- Other SOM alumnae and former classmates – to communicate relevant information, encourage annual fund donations, and promote participation in SOM and SOMAA events.
- Board officers and other Board members to ensure fiscal controls and document management.
- Accountant or CPA firm - for annual tax preparation.

Measurement Guidelines:

- Board Meeting Attendance.
- Meeting minutes are accurate and prepared within one week of the Board meeting.
- Quarterly financial reports are accurate and timely.
- Reimbursements are made in a timely basis.
- Tax documents are prepared and filed annually within required timeframe.
- Important Board documents are saved.
- Shared document website is kept up-to-date.

Preferred Qualifications for All Board Members:

- Demonstrated commitment to SOM.
- Interest in contributing to the alumnae community.
• Leadership abilities
• Ability to think strategically
• Team player who would complement the diversity and capabilities of current Board make-up
• Commitment to give required time
• Initiative and ability to make an impact in the position
• Prior board experience (This is not required for Associate Board Members.)

Preferred Qualifications for this Position:
• Budget preparation
• Financial management
• Accounting and cash flow
• Internal controls
• Written and oral presentation skills
• Exemplary organizational skills
• Attention to detail