



Center for Family Life and Recovery, Inc.
Board Treasurer- Audit/Finance Chair

Job Summary: The Treasurer or Board designee shall be the Chief Financial Officer of the Corporation. He/she shall have the duty to keep or direct to be kept the full and accurate accounts of all receipts and disbursements of the Corporation and to obey the lawful orders of the Directors and Finance Committee, while respecting funds, property and accounts of the Corporation. The Treasurer shall not pay out or direct to be paid out any money, unless by order of the Board, or under such regulations or with such approval as the Audit/Finance Committee may prescribe. He/she shall report the condition of the treasury to the Directors at each board meeting. The Treasurer shall make an annual report of the Corporation and submit the books and records to the Board of Directors whenever required. The Treasurer shall cooperate with any independent auditors retained by the Board for the purpose of conducting audits of the accounts of the Corporation.

Job Responsibilities:

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the Audit-Finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit
- Select and evaluate the organization; including the investment manager

Board Member signature

Date