Title: Treasurer

Work Credit: Full dining
Choice of housing and dining co-op
Half dining as Treasurer-elect the year before office

Payroll: Stipend equal to OSCA board bill (less taxes)

Time Required: 15-20 most weeks, up to 30 some weeks

Responsible to: OSCA Board, President, General Management Team, Co-op Treasurers, General Membership

Support person: Financial Manager

Elected by: OSCA Membership in early Spring

Sit on Appointments: OSCA/OC Liaison (rent contract negotiation years), Winter Term Officers

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General Responsibilities

1. Work to keep OSCA on or under budget and fiscally solvent to the best of your abilities.
2. Make sure that the general membership is kept abreast of the financial status of OSCA, how OSCA works with its money, and how the money is spent (i.e. socially responsible investing, amount paid to the College for rent, etc.).
3. Work with the other OSCA Officers to facilitate the smooth operation of OSCA as a whole.

Specific Responsibilities

Training

1. At the Board Retreat, give the Board at least a basic understanding of how OSCA’s finances work, including the budget, and the purposes and amounts of OSCA’s various funds.
2. Train Dining Treasurers/Finance/Scholarship Committee Reps (‘Understanding OSCA’s Finances’ is a handy guide).
3. Train Housing Treasurers (‘Understanding OSCA’s Finances’ is also a handy guide).
4. At the all-OSCA Staff introductory/training meeting, train all-OSCA staff in the financial information relevant to their jobs (office policies, how to get reimbursements, etc.).
5. As the monthly financial reports are ready, make a presentation to the Finance Committee and the Board on OSCA’s income statement and balance sheet.

Meetings

1. Attend the semesterly Board Retreat and all OSCA Board meetings.
2. Attend all General Management Team (GMT) meetings.
3. Sit on the OSCA Foundation Board of Directors and attend all Board meetings.
4. Chair Finance Committee meetings once a week or as needed.
5. Chair the Conference Subsidy Committee and publicize the availability of conference subsidies. (The Finance Committee acts as the Conference Subsidy Committee.)
6. Participate in the Finance Committee meetings chaired by the OSCA Foundation Treasurer regarding scholarships. Assist in training the Finance Committee and others participating in the scholarship process.
7. Chair the Multicultural Programming Fund meetings and publicize as directed by policy.
8. Meet and communicate with organizations, and event organizers who are granted Multicultural Programming Fund funding; keep Financial Manager informed with MPF details.
9. The Treasurer is responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week’s Facilitation meeting. Submit either a summary or full minutes of each of your committee’s meetings to be included in the Board packet.
10. Attend Personnel Committee meetings.
11. Meet with Accessibility Committee Coordinators at the beginning of each semester and as needed to help plan privilege and oppression workshops.

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12. Attend Facilitation Committee meetings when necessary.
13. The Treasurer should be on any committee that needs someone familiar with OSCA’s finances.
14. Attend Rent Contract Negotiations (every three years or whenever necessary).
15. Meet weekly with the other Officers.
16. Be accessible to OSCA members by phone, email, or appointment.

**Other**
1. Check your mailbox in the OSCA office on a regular basis.
2. Respond to e-mails regarding OSCA member accounts.
3. Assist OSCA members in setting up payment plans.
4. Calculate weekly local foods invoices and distribution charges to individual co-ops.
5. Prepare weekly reports for co-op treasurers: accounts receivable, payment plans, and checks issued report.
6. Keep an eye on individual co-ops regularly to make sure they are within their budget. When co-ops are severely over budget, set up meetings with co-op treasurers, co-op food buyers, Food Coordinators, and other pertinent Staff and/or Employees as necessary to determine how to resolve the situation.
7. Check the status of OSCA’s investments regularly and alert the Finance Committee to any significant changes.
8. Write finance-related proposals for the Board.
9. Go to co-ops to explain finance-related proposals when necessary.
10. Do your best to be very accessible, as this is an area where the membership tends to be fairly unaware, and misunderstandings are common.
11. Help the other Officers and GMT members to facilitate the smooth running of OSCA – since you’re in the office on a regular basis, help with letter writing, setting up meetings, and whatever other tasks need to be done.
12. With the help of members of the Finance Committee, search out organizations that may not yet be aware of OSCA’s ability to give loans.
13. Create a missed-job policy for FinCo/Treasurers (Co-op Treasurers are required to bring their receipts to the OSCA office, enter co-op expenses, update budget, collect weekly reports, and attend FinCo meetings).
14. Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
15. Work to educate the membership about options to make OSCA more financially accessible, including payment plans and scholarships. This could include putting up posters, sending emails or visiting co-ops, and could be coordinated with the Accessibility Committee Coordinators or co-op treasurers.
16. At Facilitation meetings, work to ensure that all new policies are in compliance with OSCA’s non-profit tax status. Any policies that could potentially be a source of liability should be reviewed with the Financial Manager and the President (who will decide if outside sources should be contacted).

**Timeline**

*First Semester*
1. Poster advertising scholarships available with pertinent information.
2. Obtain, create and distribute co-op Borrow Book forms and Receipt Envelopes before co-ops open for business.
3. Train all dining and housing treasurers ASAP at the beginning of the semester.
4. Coordinate with the Financial Manager a weekly meeting time for the Finance Committee and publicize it to all co-ops – all elected Co-op Treasurers must be available at this time.
5. Schedule a minimum of 4 hours each week of Financial Office Hours.
6. Advertise for and appoint Winter Term Officers. Train Winter Term Treasurer.
7. A proposal must be submitted by FinCo to the Board for prior year refund amounts as soon as possible after the annual audit.
8. Solicit budget requests for the following year with submission deadline before Winter break.
Second Semester

1. Poster advertising scholarships available with pertinent information.
2. Make sure co-ops are stocked with blank Borrow Book forms before they re-open for Spring semester.
3. Train all dining and housing treasurers ASAP at the beginning of the semester.
4. Coordinate with the Financial Manager a weekly meeting time for the Finance Committee and publicize it to all co-ops – all elected Co-op Treasurers must be available at this time.
5. Schedule a minimum of 4 hours each week of Financial Office Hours.
6. FinCo must propose next year’s budget to the Board before the final Board meeting.
7. Train your replacement in the Spring after Officer elections.
8. Revise this job description at the end of the year.
9. Submit a year-end report at the end of your term as a GMT member (see continuing policy for specific details on the structure of your report).
10. Summarize financial activities at the end of the year in the Annual Corporate Report.
11. Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Things You Need to Know to Do Your Job

1. Make sure the preceding Treasurer trains you.
2. As soon as you’re elected, start going to GMT, FinCo, PerCo and Board meetings (and rent negotiations meetings, if applicable).
3. Read the Board Manual, especially the financial bylaws and continuing policy.
4. Read ‘Understanding OSCA’s Finances’ and ask the Financial Manager any questions you may have.
5. Read training documents that seem up-to-date and informative on the OSCA Treasurer computer server.
6. Go through the Treasurer computer server and look over relevant documents.
7. Familiarize yourself with regulations for 501(c)7 non-profits. Any legal issues will require consultation with the President and Financial Manager, but it’s useful to have at least a basic understanding. Ask the previous Treasurer for appropriate documentation.

Relationships

1. The Financial Manager is going to be one of the Staff members with whom you work most closely. This person is your link to OSCA’s (financial and other) history.
2. The other Officers – Oftentimes the four of you will act as a unit to address any major problems the organization is facing. This will involve doing work not specifically mentioned in anyone’s job description. Meet regularly with other Officers to develop office camaraderie and to stay on the same page.
3. The GMT. This is your way to see what else is happening in OSCA, and how you can help/avoid duplicating work.
4. Housing and Dining Treasurers, Finance/Scholarship Committee reps, and Board reps: Since you can’t be everywhere all the time (not just for proposals, but for everyday questions and info), these are the people who will make OSCA’s finance information available to the Membership. Educate these people, know who they are, and keep them up to date.
5. Business Coordinator – your work will not overlap as closely as it will with the Financial Manager.
6. Food Coordinators – Be available to answer any financial questions they have, and to work with them when co-ops are struggling to stay within their food budget. Be sure to train co-op treasurers to be in contact with their co-op food buyers.
General Advice

It is your responsibility to educate the Officers, Staff, and Membership about OSCA’s finances and to make sure co-ops don’t go over budget. OSCA Members should know what they’re voting on when the annual budget comes to Board Night. Committees working on issues affecting funds should have some sort of guidance. Through being accessible and accountable, this responsibility becomes easier.

OSCA’s finances are not, and in all likelihood will never be, as sexy as working a Hobart or cooking on pizza night. Therefore, perhaps in this area more than any others, the Membership is probably going to be fairly unaware of how things work. But even if how OSCA uses its money is not always visible to the Membership, it’s still important for them to know how it works and what’s happening.

If possible, arrange your schedule so that you can come into the OSCA office every day Monday-Thursday so that you can keep up with emails, sign checks, and create individual co-op treasurer reports. Give yourself a break from OSCA on Friday and Saturday, and gear up for the Board meeting on Sunday.

Consider running for the OSCA Foundation Treasurer, given that many of your responsibilities overlap.

Approved by the Personnel Committee