

<b>Title:</b>	<b>Treasurer</b>
<b>Work Credit:</b>	Full hours in dining during office (½ hours in dining as Treasurer-elect the year before office) Choice of housing and dining co-op
<b>Payroll:</b>	Stipend equal to \$3,600 per semester (less taxes)
<b>Time Required:</b>	60-80 hours/month (15-20 hours most weeks, up to 30 hours some weeks)
<b>Responsible to:</b>	General Membership, Co-op Treasurers, General Management Team, Food Management Team, President, OSCA Board
<b>Support People:</b>	Financial Manager, Financial Assistant
<b>Elected by:</b>	General Membership in Fall for next academic year
<b>Sit on Appointments:</b>	Cleanliness & Maintenance Coordinators (one Operational Officer), Housing Operations Manager (one Operational Officer), Operations Managers (one Operational Officer), OSCA/College Liaison (Rent Contract negotiation years), Programming & History Coordinators (one Officer), Student Administrative Assistants, Winter Term Officers

### General Responsibilities

- Work to keep OSCA on or under budget and fiscally solvent to the best of your abilities. Keep an eye on OSCA's finances through monthly (or more frequent) reports, such as Profit & Loss, Balance Sheets, and Statements of Cash Flow. Monthly reports should be made available to the membership via Board Packets.
- Make sure 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.).
- 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 on OSCA's finances. (Understanding OSCA's Finances is a handy guide.)
- 3) Train Housing Treasurers on OSCA's finances as pertinent to their job responsibilities. (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.
- 6) Train Accessibility Committee Coordinators every semester on relevant financial procedures and policy, including compensation for P&O Workshop Facilitators and allocating Multicultural Programming Fund.

#### Meetings

- 1) Chair Finance Committee meetings once a week or as needed.
- 2) Chair the Conference Subsidy Committee and publicize the availability of conference subsidies. (The Finance Committee acts as the Conference Subsidy Committee.)

- 3) 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.
- 4) 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.
- 5) Each semester, attend the OSCA Board Retreat and all weekly Board meetings.
- 6) Sit on the OSCA Foundation Board of Directors and attend all Board meetings.
- 7) Attend all General Management Team (GMT) meetings.
- 8) Attend Food Management Team Meetings every week with Food Safety Advisor, Food Coordinators, and Operations Managers. Update the Team with vendor payment information.
- 9) Attend Personnel Committee meetings.
- 10) Meet and communicate with organizations, and event organizers who are granted Multicultural Programming Fund funding; keep Financial Manager informed with MPF details.
- 11) Meet with Accessibility Committee Coordinators to inform them of compensation policy for workshop leaders. Set a deadline for them to give you the list of workshop leaders to be compensated so that you will have adequate time to process and distribute the compensation before the semester ends.
- 12) Try to meet at least bi-weekly with Officers to check in and/or otherwise establish more instantaneous methods of communication should emergency issues arise.
- 13) As an employer of OSCA, try to check in regularly with employees, especially the Financial Manager, Financial Assistant, and Food Safety Adviser; the three employees with whom you will work most closely.
- 14) Contact and meet with OSCA members who are at risk of expulsion for financial reasons in accordance with Payment and Billing Continuing Policy.
- 15) Attend Rent Contract Negotiations (every three years or whenever necessary).

#### Other

- 1) Be accessible to OSCA members by phone, email, or appointment.
- 2) Send email to OSCA members with overdue bills in accordance with OSCA's late fee policy, and respond to e-mail regarding OSCA member accounts. The OSCA Treasurer is responsible for all correspondence with OSCA members about finances.
- 3) Assist OSCA members in setting up payment plans.
- 4) Get co-op Membership lists from Business Coordinator and Membership Secretary for every effective OSCA switch date.
- 5) Update co-op treasurers weekly with information on accounts receivable, payment plans, accounts payable and any other pertinent financial announcements/happenings (sometimes specific to a co-op).
- 6) Hold individual check-ins with dining and housing treasurers each semester to assess their job performance and let them assess you on yours.
- 7) Keep an eye on co-op budget spreadsheets weekly to make sure they are within their budget. When co-ops are severely over budget, make sure the co-op treasurer is meeting with their co-op's food buyers to resolve issues. Also alert FMT so the Food Coordinators (and potentially Ops Managers) can be involved if needed. Set up meetings with co-op treasurers, co-op food buyers, Food Coordinators, and other pertinent Staff/Employees as necessary to determine how to resolve the situation.
- 8) Check your mailbox in the OSCA office on a regular basis.
- 9) As one of the four Officers, one of your jobs is to act as a direct supervisor to OSCA's employees. In this capacity, meet with each of them each semester to set up lines of communication and support that work for all parties.
- 10) Each semester, complete an evaluation form for each employee and staff you work closely with and submit them by the required deadline.

- 11) Check the status of OSCA's investments regularly and bring any issues and/or discussions to the Finance Committee.
- 12) Write finance-related proposals for the Board.
- 13) Go to co-ops to explain finance-related proposals when necessary.
- 14) Do your best to be very accessible, as this is an area where the membership tends to be fairly unaware, and misunderstandings are common.
- 15) 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.
- 16) 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.
- 17) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
- 18) 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 email or visiting co-ops, and could be coordinated with the Accessibility Committee Coordinators or co-op treasurers.
- 19) At Proposal Planning Committee, 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).
- 20) Organize the OSCA e-mail account with the Treasurer, Finance Committee, Financial Manager, Invoices, etc., tags.

## **Timeline**

### *Spring (after election)*

- 1) Get trained by the current Treasurer!
- 2) Get access to the Treasurer account on the OSCA server. Begin reviewing documents (Bylaws, Continuing Policy, the Rent Contract, other documents in the Board Manual, guides on the Treasurer server) and past communications as early as possible to help in your training.

### *Summer*

- 1) Your term officially begins on the 1st of July. Get access to OSCA email account or be accessible via email as much as possible over the summer to help Staff prepare for early arrival and to address any unforeseen management issues that may arise. Stay in touch with the other Officers and the OSCA office over phone, email, etc. to discuss plans for the year and to address any issues that come up.
- 2) Continue to learn about the organization and your position by reviewing organizational as well as past Treasurer documents.

### *Each semester*

- 1) Obtain, create and distribute co-op Borrow Book forms and Receipt Envelopes before co-ops open for business. Create budget templates and Borrow Book spreadsheets for incoming Dining Treasurers.
- 2) 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.
- 3) Train all dining and housing treasurers ASAP at the beginning of the semester.
- 4) Communicate with members up for expulsion.
- 5) Schedule 3-4 hours each week of Financial Office Hours
- 6) If you are also the OSCA Foundation Treasurer, poster and write e-mail to the entire membership with pertinent information advertising that OSCA Foundation Financial Need and Community Service scholarships are available.

- 7) Monitor accounts payable. Sign checks (food, chemicals, and all other organizational expenses), but also be careful to look for errors in charges or amounts. Your signature makes the check valid so always double-check what you sign!
- 8) Work with Membership to resolve any issues about billing members who have accommodations or special circumstances.
- 9) Finalize list of Privilege & Oppression Workshop leaders to pay.
- 10) Update training manuals for this position on the Treasurer server so future Treasurers can benefit.

#### *First semester*

- 1) Advertise for and appoint Winter Term Officers. Train Winter Term Treasurer (bulk of the training done by Food Coordinators).
- 2) A proposal must be submitted by FinCo to the Board for prior year refund amounts by mid-October.
- 3) Advertise for Conference Subsidy for NASCO Institute.

#### *Second semester*

- 1) Solicit budget requests for the following year with submission deadline before Spring break.
- 2) FinCo must approve next year's budget, which must be submitted to the Board before the final Board meeting.
- 3) Train your replacement in the Spring after Officer elections.
- 4) Revise this job description at the end of the year.
- 5) 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).
- 6) Summarize financial activities at the end of the year in the Annual Corporate Report.
- 7) Save all electronic files relevant to your position on the OSCA server before the end of the year.

#### **After You Are Elected & Throughout Your Term**

- Make sure the preceding Treasurer trains you.
- As soon as you're elected, start going to GMT, FinCo, PerCo and Board meetings (and rent negotiations meetings, if applicable).
- Read the Board Manual. Be generally well-versed on Board policy. Make sure to know Finance Continuing Policy and Bylaws like the back of your hand.
- Read *Understanding OSCA's Finances* and ask the current Treasurer (or Financial Manager) any questions you may have. Be extremely knowledgeable about "Understanding OSCA's Finances" policy and the fiscal year's budget.
- Read training documents that seem up-to-date and informative on the OSCA Treasurer computer server.
- Go through the Treasurer computer server and look over relevant documents.
- 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.
- Be extremely comfortable analyzing Accounts Receivable, Accounts Payable, Payment Plans, Profit & Loss, Balance Sheet, and Statement of Cash Flow reports. Do not be afraid to ask the current Treasurer or Financial Manager every question you have, as these spreadsheets can be very daunting at first.

#### Relationships

- The Financial Manager and Financial Assistant are going to be the employees with whom you work most closely. These are the people that you will engage with in discussing anything having to do with the organization's finances.

- The other Officers: Often 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 at least weekly with other Officers to develop office camaraderie and to stay on the same page.
- GMT: This is your way to see what else is happening in OSCA, and how you can help/avoid duplicating work. Issues that affect finance may come up, and you should help them or provide relevant information.
- 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.
- Business Coordinator: your work will not overlap as closely as it will with the Financial Manager.
- FMT (Food Coordinators, Operations Managers, and Food Safety Adviser): 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. Work with them if vendors are expressing payment issues.
- Accessibility Committee Coordinators: Establish a good relationship with them early on. Make sure to be as transparent as possible about any financial information relevant to their job duties.

### **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.
- Since you are the student resident expert on all things finance, you must be very comfortable and knowledgeable about the organization's finances. Make sure to seek clarification/information from the Financial Manager or Financial Assistant whenever you have questions or are unsure about *anything*.
- If possible, arrange your schedule so that you can come into the OSCA office at least three days a week so that you can keep up with email, 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.
- You should definitely fully utilize dining treasurers more and bring general money matters to FinCo. The workload can be exhausting sometimes, so emphasize that the dining treasurer are responsible for closely analyzing their individual co-op budgets and refer to OSCA treasurer when issues arise. It's important not to let this fall through the cracks when multiple issues arise in a given week.
- Also, stay really close to the Financial Manager and Financial Assistant and help them out whenever you can. There's a lot of work to be done in OSCA's financial department and they would probably really appreciate it!
- Consider running for the OSCA Foundation Treasurer, given that many of your responsibilities overlap.
- Train all-OSCA Staff members thoroughly on responsible financial practice and spending. Be firm about people communicating with you BEFORE they spend (or expect to be reimbursed) the organization's (ultimately the membership's) money. Doing so will help you avoid (some) major headaches throughout the semester.

*Approved by the Personnel Committee*