

Southside Family Charter School
Board Officer Job Descriptions: Treasurer

Expectations and responsibilities of the Board Treasurer:

- Serve as Chair of the Finance Committee;
- Provide direction for the oversight of the School's record keeping and accounting policies and procedures;
- Keep accurate accounts of all monies of the Corporation received or disbursed, and ensure the presentation of timely and meaningful financial reports to the Board;
- Ensure the development of the annual budget and its submission to the Board for its approval;
- Make recommendations for revisions to the current year's budget when necessary, for submission to the Board for approval; and
- Lead the board in assuring compliance with federal, state, and other financial reporting requirements; and Perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors or by the Board Chair.