

Dailard School Foundation

Job Title	Treasurer
GENERAL DESCRIPTION	
The Treasurer is responsible for all DSF monies. The Treasurer shall keep an accurate record of all receipts and expenditures.	
SPECIFIC POSITION DUTIES	
<ul style="list-style-type: none"> – Reviews and approves bills that are in line with adopted Board budget. – Write, sign and distribute reimbursement checks that are to be issued within 2 weeks of submission (if all documentation is sufficient). – Tracks all classroom grant monies and provide Teachers with their budget balances. – Prepares and present the Treasurer’s report at the monthly board meeting. Provide a year-end report. – Organizes all documentation required to file income taxes. Arranges for income taxes to be prepared and submitted on time. – Prepares all necessary documentation to FTB, to ensure DSF’s non-profit status is confirmed. – Have on hand for reference at each meeting a copy of the operating budget and monthly financials. – Be responsible for all financial records, documents and papers. – Provide guidance on money handling procedures for all DSF events collecting funds. – Coordinates bank deposits. Bank deposits are to be made by one of the three authorized board members. 	
BOARD MEMBER RESPONSIBILITIES	
<ul style="list-style-type: none"> – Attend DSF Board Meetings and General Meetings – Be an enthusiastic supporter of all activities and projects of the DSF. – Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization. – Encourage parents to become active participants. – Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome. – Be willing to assist with other tasks as needed. 	
POSITION TERM	2 Academic Years 2012 – 2013 and 2013 - 2014
TIME COMMITMENT	High