

# **Latino Network Roles and Responsibilities**

## **Executive Board**

**Position:** Treasurer, Finance Committee

**Purpose:** Maintains accurate and timely records of all financial transactions. Liaison with the Board of Directors and bookkeeper.

### **Key Responsibilities:**

1. Present the Board of Directors with a complete financial report at each scheduled Board meeting.
2. Assist the President with preparing the annual chapter budget for submittal and approval by the Board of Directors.
3. Ensure that all checks received are deposited within two weeks of receipt and are properly accounted for in fiscal records and follow up as deemed necessary to collect on debts or returned checks.
4. Pay out all Board of Directors approved expenditures in a timely manner.
5. Ensure that all reimbursements for expenditures are properly approved and comply with approved committee, activity, or budget on file.
6. Review profit and loss statements from bookkeeper.
7. Collect all mail from PO Box and add to DropBox. Email any urgent items to Executive Committee.
8. Maintain detailed records of all financial transactions, including archiving or uploading into Dropbox all check reimbursement request with original receipts, invoices, or other evidence.
9. Participate in check-in/registration at all events.
10. Attend all board and general meetings, executive committee meetings, and retreats.
11. Participate in Latino Network committees as needed.
12. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

**Elected by:** Board of Directors

**Term length:** 2-year term

**Time commitment:** Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events.

**Hourly Commitment:** 20+ hrs monthly

**Reports to:** President