

Person Specification for the role of Treasurer

Is financially literate; shows attention to detail; completes tasks in a timely manner; keeps clear accurate records; is willing to ask questions; is able to think strategically as well as operationally; is a good communicator, willing to and actively shares information with BoD colleagues; is willing to delegate and to receive feedback; observes confidentiality appropriately; and is a team player.

Job Description - Treasurer

General Responsibilities:

- To be a Director
- To commit to attending Board of Directors (BoD) Meetings
- To organize and attend Finance Department Meetings
- To ensure that Trager International complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- To contribute actively to the BoD's role in giving firm strategic direction to Trager International, including setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
- To safeguard the reputation and values of Trager.
- To ensure the effective and efficient administration as a member of the BoD of Trager international.
- To contribute to the appointment and monitoring of the performance of staff
- To work closely with the Trager International Departmental chairs and other colleagues in respect of financial matters.

Financial Responsibilities:

- To ensure that Trager International's resources are applied exclusively in pursuance of its Mission and Objectives
- To ensure the financial stability of Trager International
- To protect and manage the property of Trager International, and to ensure the proper investment of its funds.

Management, or oversight, of the Management TI's Financial Affairs:

This involves TI's funds, including Milton Trager's Bequest and TI's securities financial affairs, and includes:

- Selecting bank(s)
- Maintaining up-to-date account information relating to all TI bank accounts, including signing authorities and people who have access

- Knowing who has access to TI's various funds
- Keeping bank mandates up to date, revising these as signatories leave post or change roles
- Ensuring that all signatories are current and include members of the BoD
- Receiving and entering into the accounting program all training fees percentages from National Associations, other fees collected and held on behalf of TI Departments, donations, retail sales, royalties, and other amounts received
- Providing receipts for monies paid to TI, as applicable
- Receiving invoices for monies due and receipts for those paid for
- Arranging the payments for accounts owing
- Documenting all transactions
- Reconciling bank statements
- Managing cash flow
- Preparing financial reports of transactions for internal use
- Preparing or facilitating the preparation of an annual budget for the NAC AGM and final approval by the BoD
- Explaining and justifying the prepared annual budget for the NAC AGM and the BoD
- Monitoring and comparing actual revenues and expenditure against the budget on a regular basis and reporting the same back to the BoD
- Monitoring any other budgets, such as Trager+ recipients' expenditure, reporting back to both the budget holder and the BoD, in both a clear and timely fashion.
- Tracking royalties of TI owned intellectual properties
- Tracking payments and royalties gained from the sale of items created as the result of Trager+ projects
- Managing and providing Bequest information for the BoD and Finance Department
- Investing funds consistent with applicable laws
- Creating systems to ensure TI's solvency

Oversight of the Development and Enforcement of Financial Policies

This includes:

- Cheque signing & electronic wiring authority, and access to bank statements
- Approving expenses and other transactions, and expense reimbursement
- Payments from the Bequest Fund and the means to advance and support Trager+ projects, including the acquisition of professional help
- Petty cash usage
- Having the organization's financials audited when required or advisable

Maintain a calendar of Filing Requirements and assignment deadlines involving finance; ensure these are completed appropriately.

This involves:

- Completing or ensuring the completion of all the various tax and related returns required by the State of California or the Federal government. This currently involves the reporting of:
 - **Form S1-100** to the California Secretary of State every 2 years (last reported in 2022.) There is a fee payable.
https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp_so100.pdf
 - **Form 990** and tax forms are required by the Internal Revenue Service of the US. This is for organizations that are exempt from income tax.
[Form 990 Resources and Tools | Internal Revenue Service](#)
 - **Form CA RRF-1** has to be completed for annual registration renewal to the Charitable Trust Foundation in the State of California. The completed IRS form 990 (see above) is also included with this return.
https://oag.ca.gov/system/files/media/rrf1_form.pdf
 - Trager International was registered as a Charitable Trust under the category **501c3**, so it could raise money and issue tax receipts for US citizens.
- Monitoring or ensuring the monitoring of all other financial-related assignments such as Trager+ projects. This may involve withholding planned payments, until such time as these assignments, or assignment sectors, are completed satisfactorily.

Team Player. This includes:

- Maintaining clear and transparent communication with BoD colleagues
- Cooperating with the Finance, and other Departments of TI, including attending their meetings wherever possible, if requested
- Cooperating with TI colleagues in the creation of service mark history and projections of expenses with timeframes.
- Maintaining good communication with the accountant, Bookkeeper, tax filer or other agent
- Discussing accounting procedures & financial practices with personnel engaged in supporting financial management of TI.
- Ensuring that support staff, such as a Bookkeeper, understand their roles & responsibilities, and that all communication requirements are clear.