



Job Description: New York Library Association Treasurer

I. Leadership Responsibilities

- a. Council Meetings
 - i. Participate in all Council / Executive Committee meetings
 - ii. Prepare and deliver a report for all in-person Council meetings
- b. Mentor the Treasurer-Elect
 - i. Review the budget development and oversight process
- c. Support NYLA Unit Treasurers with execution of their duties
 - i. Co-host an annual Unit Treasurers Orientation with NYLA Staff

II. Budget/Finance Responsibilities

- a. Work with the Executive Director and Executive Committee on the development and review of operating budget for the upcoming year
- b. Monitor the monthly financial statements prepared by the NYLA staff
- c. Review and approve 'second signature' disbursements

III. Conference Responsibilities

- a. Attend the NYLA conference and participate in various meetings
- b. Present the NYLA Finance Report at the Annual Membership Meeting

IV. NYLA Advocacy Day Responsibilities

- a. Attend NYLA's Advocacy Day

The NYLA Treasurer's term is for two years, and follows a two-year term as treasurer-elect. Regular communication and collaboration with the NYLA Executive Committee and NYLA staff is encouraged.