



Job Description: New York Library Association Treasurer-Elect

I. Leadership Responsibilities

- a. Council Meetings
 - i. Participate in all Council / Executive Committee meetings
- b. Shadow the Treasurer
 - i. Participate in the budget development and oversight process
- c. Support NYLA Unit Treasurers with execution of their duties
 - i. Attend an annual Unit Treasurers Orientation with NYLA Staff

II. Budget/Finance Responsibilities

- a. Work with the Treasurer, 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

III. Conference Responsibilities

- a. Attend the NYLA conference and participate in various meetings

IV. NYLA Advocacy Day Responsibilities

- a. Attend NYLA's Advocacy Day

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