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.