

## **Treasurer Friends of Libraries Section**

**Term of office:** Two-year term; re-electable

**Election cycle:** Even-numbered years

FLS is under a centralized bookkeeping system with NYLA. All bills are approved by the Section President, Treasurer, and then paid by NYLA's Finance and Administration Manager.

### **Duties and Responsibilities:**

1. Attends all Executive Board meetings
2. Presents current financial statements (i.e., financial status report and budget status report) for each Executive Board meeting and the FLS Annual Membership meeting
3. With the FLS President, approves all bills and reimbursements, authorizing NYLA's Finance and Administration Manager to expend Section funds
4. Prepares and maintains a budget for the Section funds which is approved by the Executive Board prior to the commencement of the fiscal year
5. Keeps accounts of receipts and disbursements, reports to the President upon request, and consults with NYLA's Director of Finance about any questions raised
6. Attends the Treasurers' meetings sponsored by the NYLA Treasurer
7. Consults with the FLS Conference Curator to prepare a separate report on income and expenses incurred for the NYLA Annual Conference
8. Submits a final report for the previous fiscal year to the Executive Board when figures are received from the NYLA Finance and Administration Manager and to NYLA for its annual audit

Reviewed by the Executive Board, 1/26/15  
Non-substantive changes made 9/28/20

file: treasurer job description