



SAN FRANCISCO DENTAL SOCIETY

TREASURER

Volunteer Leadership Charge

Responsibilities:

The Treasurer is responsible for overseeing the development and implementation of the budget, overseeing all operations in connection with financial matters. The Treasurer shall become familiar with the financial policies, investment policies, and the accounting procedures, controls, and financial reporting of the Society, and shall consult with the President, Executive Director and the independent accountant on such matters on which he/she shall advise the members of the Board of Directors. She/ He shall report to the Board and shall perform such other related duties as may be assigned to him or her by the Board of Directors.

Specific Responsibilities

- Maintain regular contact with the Executive Director and the President.
- Attend all Board of Directors and Executive Committee meetings.
- Cause to be prepared the Society's budget, draft prepared by the Executive Director. Present the budget to the Board of Directors for approval.
- Review quarterly financial statements of all Society accounts and investments.
- Present quarterly financial reports to the Executive Committee and/or Board of Directors.
- Compare current year income statement with budget and analyze material differences.
- Promote the Society's activities, services, and programs.
- Keep apprised of issues facing the Society and its members. Promote the views and decisions of the Board of Directors.
- **Serve as Chair of the Finance Committee**
- **Serve as a member of the Professional Development Committee**
- **Serve as a member of the Executive Director Evaluation/ Compensation Committee**

Meeting Schedule

The Treasurer shall attend all Board (4), Executive Committee (4), and Professional Development meetings (4-6). The Treasurer shall also attend other Society functions (i.e., GM Meetings) as scheduled.

Level of Commitment

The Treasurer is expected to attend and participate in Society meetings, unless an emergency prevents his/her attendance. The Treasurer is also expected to be knowledgeable about all of the issues facing the Society and is expected to promote the views and decisions of the Board of Directors (among members and the community at large).