



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

Position: Treasurer

Revision Date: 6/30/2021

Approximate Time Each Month: 4 hours

Position Overview: The Treasurer shall:

- Perform the Organizations' official financial transactions including maintaining the Section 501(c)(6) status of the chapter and keep accurate books of the Organization's accounts;
- Present for the Board a Financial Report at each Board of Directors' meeting for review and approval by the voting majority of the Board of Directors;
- Prepare, before the December Board meeting, for approval, an Annual Financial Report. This approved Report shall be forwarded to the International Coach Federation;
- Submit an annual Chapter financial report to the ICF within thirty (30) days of the deadline for this report;
- Give a financial report no less than once every six (6) months; and
- Coordinate with the Membership Committee Chair to conduct the annual Associate Membership renewals.

Desired Attributes:

- Be a member in good standing of ICF New Mexico and ICF Global.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

Position Description:

- Advise the board on financial matters, especially as related to potential risk of activities contemplated by the board.
- Develop annual budget in consultation with Chapter Officers and committee chairs (Nov-Jan).
- Coordinate review of the annual budget by the Leadership Team and approval of the annual budget by the Board.
- Provide oversight to the collection of monies and ensure timely payment of bills.
- Monitor and report on variance to the budget as requested by the Board; currently provides:



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

- Monthly overview report to the Leadership Team
- Quarterly income statement regarding variance to budget of actual expenditures
- Annual summary of revenue and expenses
- Fulfill reporting requirements for state and federal governments and ICF.
- Ensure all financial reports are filed in an accessible location.
- Establish and maintain accurate accounting procedures and financial records.
- Maintain accurate and secure procedures for ICF New Mexico financial accounts in conjunction with chapter President and Virtual Assistant.
- Facilitate and support periodic financial audits.
- Create, maintain and update procedures related to financial activities to ensure a smooth transition to subsequent treasurers.

Term: One year with a renewal option(s); we encourage continuity in this position.