



## Altrusa District Three Foundation, Inc. Treasurer – Job Description

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<b>Position</b>	Treasurer.
<b>Elected</b>	Elected by the members of Altrusa District Three at the annual meeting of the Foundation.
<b>Term of Office</b>	Two years; can serve three consecutive terms of six years.
<b>Eligibility</b>	Must have served as club president, club foundation chair, club or foundation treasurer. No more than two members from any one club can be elected to serve as Trustee at any one time.
<b>Role</b>	As an Officer of the Foundation Board, to assist the Chair, and participates in the administration of the Foundation exercises special fiduciary responsibility for financial affairs of the Foundation.

In addition to responsibilities as a trustee, the Treasurer is responsible to:

1. Know current Foundation financial policies and procedures.
2. Receive all contributions, awards, bequests, and other gifts.
3. Receive a duplicate copy of all mail and/or email approving or disapproving individual club endowments and grant requests, etc.
4. Keep an accurate record of all receipts, disbursements, accounts payable, and accounts receivable. Prepare and send reports as follows:
  - a. An annual financial report for all members at the annual meeting of the Foundation
  - b. A balance sheet and profit and loss statement for each fund at each meeting of the Foundation Board and at fiscal-year end.
  - c. An annual statement to each Club with funds in the Foundation or upon request from the Club.
5. Deposit all funds in a bank or other financial institution approved by the Board of Trustees in an account in the name of Altrusa District Three Foundation, Inc. no later than five days of receipt.
6. Mail IRS and thank you letter to each donor immediately after receipt of donation. Maintain information with name, address, date, and nature of contribution, with calendar year cumulative totals.
7. Compile an annual list of donors by category and forward to the District Service Bulletin editor for inclusion in a DSB issue.
8. The Treasurer will meet with the appointed Financial Review Committee chair bi-annually.
9. Transition all financial records to a new treasurer within thirty days after election of a new treasurer