

POSITION DESCRIPTION:

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Oregon Employer Council State Treasurer

PRINTED NAME

RESPONSIBILITIES:

- Assists the OEC state executive board in directing the Oregon Employer Council in accordance with its bylaws.
- Receives and disburses funds as approved by the executive board.
- Maintains an accurate record of OEC assets, property, revenues and expenses.
- Prepares budgets and financial reports as required by the executive board.
- Prepares and presents a financial report at each quarterly board meeting and at the annual state meeting.
- Two-year term of office beginning January 1 after the biennial election.
- Attends executive board retreat, quarterly board meetings and annual state conference; some travel required.
- Coordinates the preparation of annual tax return and collects pertinent financial information from local councils.
- Assists local council treasurers with their role.
- Maintains/updates accounting manual and chairs finance committee, unless other arrangements are made.
- Disburses funds to local council(s) as required or needed on a timely basis.

This position requires an accounting background and knowledge of nonprofit financial reporting practices. It also requires a dedication and commitment to the Oregon Employer Council and its programs.

Time commitment may be as little as one hour per month to a maximum of 12 hours per month, depending on activities of the executive board.

If for any reason the state treasurer cannot attend meetings, another executive officer or advisor must be summoned to temporarily fill the position.

Term of office is from _____ to _____

OEC STATE TREASURER

DATE SIGNED