

American Association of Law Libraries

Job Description AALL Treasurer

The Treasurer is the primary steward of the Association's financial resources. As the Association's steward, it is the Treasurer's responsibility to see that the Association's finances are well managed and expended in conformance with the Association's financial policies and standard accounting procedures. The Treasurer is also responsible for insuring that the Association's financial reports are fully available to all AALL members. It is his or her job to insure that each member of the Board fully understands the Association's financial structure and the financial implications of any and all decisions made by the Board. http://www.aallnet.org/about/policy_financial.asp

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board members, which include preparing for and attending all Board meetings, making chapter visits, serving as committee liaisons, attending Board events at the Annual Meeting, and generally participating in Association governance activities. See the job description for Executive Board members for additional details. <http://www.aallnet.org/board/>

Decision Maker & Board Governance

New Board Member Orientation

The Treasurer provides a basic understanding of the Association's financial structure and fiscal policies at the several orientation sessions conducted for new board members.

Executive Board Committees

Finance and Budget Committee

The Treasurer chairs the Finance and Budget Committee (F&B), which exists to oversee and plan for the use of Association resources. F&B meets twice each fiscal year, once in the fall (immediately before the fall board meeting) and again the following February. At the fall meeting, the Committee deals with any impending financial issues and engages in long term financial planning. At the February meeting the Committee meets with the auditor and the investment portfolio manager. In addition, the Committee reviews the financial reports of the previous fiscal year, and the first quarter of the current

fiscal year, and considers requests for funding for the next fiscal year from Association entities. F&B determines whether and to which activities any excess funds generated by the Permanent Investment Fund may be distributed, and prepares a recommendation to the Board. The Committee reviews and amends if necessary the previous year's budget guidelines for Board approval. The approved guidelines are used by staff to develop the following fiscal year's budget. Once that budget is developed the Treasurer presents it via conference call (usually in June) to the Committee which then votes to recommend the budget to the Board. For additional information about F&B see http://www.aallnet.org/board/ebfb_com.asp .

Executive Director Review Committee

The Treasurer is a member of the Executive Director Review Committee which is responsible for the annual review (in the fall) of the Executive Director and is chaired by the Immediate Past President.

Executive Committee

The Treasurer is a member of the Executive Committee which is comprised of the officers of the Board and is chaired by the President.

Communicator

Reports to the Membership

Annually, the Treasurer prepares a report published in the AALL Spectrum which documents the Association's finances at the close of the previous fiscal year. The treasurer also presents a report at the Business Meeting during the Annual Meeting and Conference.

Reports to the Executive Board

At the spring board meeting, the Treasurer reports the results of the audit of the prior fiscal year and the performance of the Association's investment portfolio manager. Additionally, the Treasurer conveys to the Board the recommendations from the F&B on the distribution of any excess funds generated by the Permanent Investment Fund, on the guidelines proposed for the next year's budget, and any recommended changes or additions to the Association's financial policies.

At the July Board meeting the Treasurer presents the budget for the next fiscal year for Board approval. At other Board meetings the Treasurer may report on any financial matters that require Board attention.

Revised January 27, 2011