

National Association (NA)/ Chapter Model Role Profile: NA/Chapter Treasurer

CISV educates and inspires action for a more just and peaceful world.

Summary of CISV Statement of Educational Purpose

This document is one of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

Role	NA / Chapter Treasurer		
Purpose (how it helps CISV)	To promote organizational stability and sustainable growth through effective financial management		
Responsibilities	Knowledge/ Skills required	Main resource docs	Comments
Work with Board to develop annual and long-term budgets. The Treasurer must be involved in all major financial decision-making	Knowledge of CISV goals, structure and programmes	CISV Treasurer's Guide	Treasurer should be a member of the Board
Be aware of national regulations (and consult with experts when needed) in order to recommend investment and reserves policies to your Board			
Complete financial reporting docs required by your NA	Appropriate professional skills / book-keeping / accounting	NA/Chapter Board	
Complete financial reporting docs required by CISV International		National Report Forms, audit letter	
Complete any financial reporting docs required by external bodies in your country	Organizational skills	National law	
Work with external auditors if your accounts are audited		National law	
Open / maintain a bank account for the NA/Chapter		Treasurer's Guide	
Maintain accurate operational accounts		Treasurer's Guide	All financial transactions should flow through the Treasurer
Produce monthly / quarterly Income and Expense statements for your Board and your own records		Treasurer's Guide	

Work with your NA/Chapter fundraiser to plan requests and administer any grants		Treasurer's Guide & Fundraising Guide	
Be familiar with CISV International membership and programme fees and penalty fees. Issue invoices for participation in all international programmes (and national activities where fees apply) and keep track of payments.		Info File C-09, C-10 (C-10A for PAs) and C-11 (C-11A for PAs)	Willingness to prompt people if they have not paid
Receive and pay invoices from CISV International		Invoices	Queries to be sent to the Fiscal Officer at the International Office (IO)
Receive and pay invoices from local suppliers			
Receive and act on Offset Credit Notes (OCN) from CISV International to reimburse CISV International volunteers from your NA/Chapter		C-09; OCN instructions	Queries to be sent to the Fiscal Officer at the IO
Arrange to reimburse NA/Chapter volunteer expenses as needed			
Liaise with International Finance Committee and International Office (Fiscal Officer) as needed		finance@civ.org fiscal.officer@civ.org	

RELATED DOCUMENTS

It will be helpful to view this document together with:

- The Terms of Reference of International Information Finance Committee (Info File O-13).
- CISV's Working Principles for Good Governance (Info File O-07)
- National Association (NA)/ Chapter Model Role Profiles: NA/Chapter President (Info File U-03); NA Secretary (Info File U-09); NA/Chapter Training Coordinator (Info File U-10); NA/Chapter PR and Fundraising Coordinator (Info File U-11); NA/Chapter IT Coordinator (Info File U-12); NA/Chapter Treasurer (Info File U-13); NA/Chapter Risk Manager (Info File U-14); NA/Chapter Junior Branch Coordinator (Info File U-15); NA/Chapter Programme Coordinator (Info File U-20).