



POSITION DESCRIPTIONS

OMS BOARD TREASURER

JOB DESCRIPTION

COMMITTEE: Board of Directors

SUPERVISOR: Board of Directors

JOB TITLE: OMS Board Treasurer

TERM: One Year

DESCRIPTION:

Commitment to the work of the organization; Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel; Willingness to serve on at least one committee; Attendance at monthly Board meetings; Attendance at Annual General Meeting; Be informed of the services provided by Owosso Main Street and publicly support them; Prepare for and participate in the discussions and the deliberations of the Board; To foster a positive working relationship with other Board members, and the general staff; Be aware and abstain from any conflict of interest.

DUTIES:

In addition to the duties of an OMS Board Authority Member, the OMS Board Treasurer is responsible for:

- 1.) Establish overall long and short term goals, objectives and priorities for Owosso Main Street in meeting the needs of the community
- 2.) Ability to read/understand/Interpret financial statements for Board members
- 3.) A signing authority on behalf of the Board for financial matters
- 4.) Ensure audited financial statements are presented to the Board on an annual basis
- 5.) Act as a resource to other committees

QUALIFICATIONS:

Completed one year of Board membership term and have the ability to read/understand/interpret financial statements.

TIME COMMITMENT:

The Board Vice Chairman should be willing to commit 10 - 16 hours per month, excluding meetings.