

## ALA Treasurer

The following position description has been developed to give Board members, future officer candidates, current officers, and staff an understanding of the basic duties and responsibilities of the office of Treasurer.

The position description is intended to provide a foundation upon which to build rather than a complete and prospective listing of every responsibility an officer might undertake during their year(s) in office. The specific work of the Treasurer relates to financial concerns. The Treasurer works with members of the Board and Association, the Executive Director, the Chief Financial Officer (CFO), Finance and Accounting staff, the Auditors, and other ALA staff to develop an agenda for their term that is suitable, flexible, and appropriate.

The Executive Office/ Governance and Finance staff can provide additional specific information and background about the work of the Treasurer.

### Position Description of the ALA Treasurer

#### Advocacy Role

- Serves as an advocate for the Association, the profession, and libraries.

#### Role as Spokesperson for and Representative of the Association

- Speaks at association-related meetings conferences, and as otherwise requested.
- Represents and speaks for members on all Association financial matters to ensure that our dollars are earned and spent consistent with member direction, values and needs – both short- and long-term.

#### Role in Public and Media Relations

- Represents ALA with the media on ALA and library-related financial issues or as otherwise expected of a Board member.

#### Role in Development of Financial Planning, Initiatives, Advisory Groups

- Provides input and raises questions on the preliminary Annual Budget presented to BARC/F&A.
- Assists in the selection of financial goals.
- Provides guidance in program planning and budget analysis.
- Creates and provides financial reports to the Board and to members or as otherwise requested . on ALA's financial status.

#### Role at ALA Conferences

- Reports financial performance and brings financial issues and concerns to the Executive Board, Planning & Budget Assembly, and as otherwise requested for review and action.
- Recommends ALA financial policy to the Executive Board.
- Approves elements of financial plans.
- Suggests measures to build financial resources.
- Reviews annual budget performance and recommends budget changes to the Executive Board.
- Reviews the audit process and monitors the audit findings and recommendations.

- Provides the Executive Board with interpretation of financial data needed for decisions.

Role in the Appointment Process

- As a member of the Endowment Trustees, selects Endowment Investment Managers.
- As a member of the Executive Board, elects Endowment Trustees and the Senior Trustee.
- Provides orientation to new members of the Finance & Audit Committee and Executive Board.
- Participates in the search for an Audit firm and Attorney.

Role in Association-Wide Planning

- Facilitates the Board's financial planning role.

Role with ALA Governance

COUNCIL

- Participates as a voting member of Council on all matters before Council.

EXECUTIVE BOARD

- Participates as a voting member of the Executive Board on all matters before the Board.
- Chairs the Finance and Audit Committee.
- Serves as a member of the Executive Director Evaluation Committee.
- Serves as a member of the Executive Board's Executive Committee.

BARC

- Participates as a voting member of BARC on all matters before the Committee.

FINANCE & AUDIT COMMITTEE

- Chairs the Finance and Audit Committee
- Sets the agenda for meetings

ALA-ALLIED PROFESSIONAL ASSOCIATION [ALA-APA]

- Serves as ALA-APA Treasurer

Role with ALA Membership

- Hears concerns of members and conveys them to the Board and the Executive Director.
- Reports out to membership the state of ALA finances.

Role and Relationship with the Executive Director

- Communicates with and serves as sounding board and financial advisor for the Executive Director.

Ex Officio Role

- Endowment Trustees

## The ALA Treasurer's Responsibilities by Month

The Treasurer participates in monthly conference calls with the chair of BARC and the Chief Financial Officer.

The Treasurer participates in monthly conference calls with the Executive Committee and the Executive Board.

The Treasurer participates in the Endowment Trustees meetings, typically three times annually, in February, May, and November.

### **January**

The Treasurer co-chairs the virtual joint BARC and Finance & Audit Committee meeting and attends the Executive Board, Planning & Budget Assembly, and Council meetings. The Treasurer meets with the auditors both with and without the Finance & Audit Committee.

### **February**

The Treasurer attends the Endowment Trustees meeting.

### **April**

The Treasurer co-chairs the virtual joint BARC and Finance & Audit Committee meeting and attends the Executive Board Spring meeting.

### **May**

The Treasurer attends the Endowment Trustees meeting.

### **June**

The Treasurer co-chairs the virtual joint BARC and Finance & Audit Committee meeting and attends the Annual Conference: Executive Board, Planning & Budget Assembly, Membership Information Session, and Council meetings.

### **October**

The Treasurer co-chairs the virtual joint BARC and Finance & Audit Committee meeting and attends the Executive Board Fall meetings.

### **November**

The Treasurer attends the Endowment Trustees meeting.

### **December**

In December and early January the Treasurer works with staff to prepare presentations to membership and the Executive Board.

*Meetings are subject to change.*

### **ALA-Allied Professional Association (ALA-APA)**

Serves as the ALA-APA Treasurer and attends the ALA-APA Board meetings in January, at Annual Conference, and during the Spring and Fall meetings.

## Traits & Attributes of ALA Treasurer Candidates

- Fiscal experience and knowledge including budgeting, forecasting, planning, investing, auditing, and reporting
- Ability to present financial updates to the Executive Board and members and respond to questions in a succinct and clear manner
- Ability to see the broad ALA picture and have a thorough knowledge of all aspects of ALA, its governing bodies, Units, Divisions, Round Tables and the procedures and goals
- A focus on ensuring that ALA's finances are in alignment with its strategic goals and ALA's long-term financial sustainability
- Possess strong leadership, management, and organizational skills
- Responsiveness, nimbleness, flexibility, and ability to adapt to a changing, fast-paced environment
- Awareness of the duties and time commitment required of the position and in possession of sufficient organizational and personal support
- Ability to speak publicly
- Passion for libraries of all types, the profession, and ALA's values and mission;
- Willingness and ability to advocate for libraries of all types
- Comfort with networking

Developed Nominating Committee 2016.  
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