

Treasurer

Qualifications:

The Treasurer will be a member in good standing who has basic knowledge of common accounting practices.

Expectations:

- The Treasurer is responsible for the day-to-day financial oversight of the National Space Club and Foundation.
- The Treasurer should assess potential income opportunities and appropriate expenditures that place the Club in a viable financial position at all times.

Election and Term:

The Treasurer is elected for a two year term by the Club's membership.

Roles and Responsibilities:

- The overarching responsibility of the Treasurer is to ensure that the Club has sound financial policies and is in compliance with those policies.
- The Treasurer will draft the budget for the Club and prepare it for review and approval by the Board of Directors.
- The Treasurer is to report on the Club's financial condition at all Board Meetings.
- The Treasurer is responsible for reviewing all of the Club's monthly financial statements, assessing year-to-date and annual expected performance, and monitoring alignment with the Club's approved annual budget.
- The Treasurer is responsible for developing an investment strategy for the Club, and upon approval of the Board of Directors, overseeing its implementation and regularly reviewing its effectiveness.
- The Treasurer, through monthly reviews of the Club's financial performance, shall identify to the Board any risks and/or opportunities.
- The Treasurer is responsible for ensuring that all annual reports, audits, and tax returns are filed and that the organization is in full compliance with accounting and reporting requirements.
- The Treasurer will ensure the intent and integrity of assets transferred from the Space Club is maintained.

Removal from Office:

As per the Club by-laws, the Treasurer can be removed at any time with a majority vote of the Board of Directors.