

CARNELIAN WOODS TOWNHOUSE ASSOCIATION

Job Description: Board Treasurer

Definition

A CW Homeowner who has voluntarily committed to become not only one of the nine (9) CW Board of Directors, but to also act as the Treasurer of this group. The board elects the Treasurer each year for a one-year term. This election normally takes place during a special board meeting the day following the Annual Homeowners Meeting which is held during the month of September each year.

The Treasurer oversees the finances of the association. Duties of the Treasurer include:

- Creating the annual 12-month budget
- Projecting the following year's annual budget
- Managing the cash flow of the association
- Maintaining the outside investment portfolio of the association
- Monitoring any outstanding bills and debts of the association
- Serving as a member of the Finance Committee
- Developing the financial policies of the association
- Overseeing annual audits
- Completing, or ensuring the completion of any required legal reporting forms such as IRS Form 990
- Conveying financial concepts and information to the board
- Serving as an ambassador of the association

Ultimately, while the financial management of the association is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.

Job Requirements / Knowledge:

- Must be a CW Homeowner
- Must have understanding for accounting practices.
- Working knowledge of budgeting preparation and monitoring;
- Working knowledge of Carnelian Woods Homeowners Association By-Laws and Rules and Regulations;

- Discuss professionally prepared reviews of the property for insurance purposes, discuss, adopt, and implement policy to improve the HOA's position with regard to long-term financial expenditures (Capital Expenditures / Improvements .. such as re-paving of streets, replacement of equipment such as trucks and snow removal, etc.)
- Consider the need for changes in dues.
- Work as a TEAM member (Together Everyone Achieves More).
- Protect HOA's assets, both financial and physical.
- Encourage participation HOA activities, especially in obtaining quorum needed to move HOA activities forward.

Salaries and Benefits:

This is a voluntary position. No compensation will be due to the Treasurer. There may be "special conditions" where a director may be compensated for their expenses.