



### **Board Treasurer Requirements:**

1. Financial knowledge of the Clintonville Farmers' Market.
2. Personal commitment to devote the time necessary to perform the responsibilities of CFM Board Treasurer.
3. Understanding of financial accounting for nonprofit organizations, working closely with the CFM accountant.

### **Responsibilities:**

1. Serves as Chair of the CFM Finance Committee.
2. Manages, with the Board President & Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities.
3. Works with the Board President, Market Manager & and CFM accountant to ensure that appropriate financial reports are made available to the Board on a timely basis, stored on the CFM google drive.
4. Assists the Board President, Market Manager and CFM accountant in preparing the annual budget and presenting the budget annual in January to the Board for approval.
5. Works with the CFM Finance Committee, Market Manager and the Board President to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
6. Works with the CFM Finance Committee and the Board Director to develop long-term financial strategies.
7. Keeps currently informed of legal, regulatory and sector developments relating to the CFM Board's financial responsibilities.
8. Attends all CFM board meetings & assists with CFM fundraising events, committee work.
9. Ensures that CFM remains compliant with GAAP (Generally Accepted Accounting Principles) and state and federal requirements for non-profit 501(c) 3 status. Files federal, state, and local taxes.