



Treasurer Position Description

Board Objectives:

The Board of Directors has the responsibility of carrying out the mission and vision of YNPN-Madison. The Board implements and supports plans, policies and objectives to ensure it maintains its values and meets established goals. The Board is a governing body with legal and ethical obligations to the organization and its membership.

Position Objectives:

To ensure the financial wellness, transparency, and legality of YNPN Madison.

Key Roles & Responsibilities:

- Create and manage an annual budget
- Present monthly financial reports
- Manage expenses and reimbursements
- Ensure overall compliance of YNPN Madison finances
- Prepare financial report annually
- When available, should be present at events where cash may be present. If not, should have task assigned

Time Commitment: This YNPN - Madison Board of Directors meets every three weeks. Ongoing responsibilities require 1-3 hours of work per week. Board Members are also expected to regularly attend YNPN events.

Position Benefits: In addition to gaining experience with budgeting and nonprofit financial management, general board members benefit from

- Gaining exposure to nonprofit governance procedures
- Developing and enhancing leadership skills
- Meeting awesome people who also want to enhance the nonprofit sector
- Learning about other young professional membership and nonprofit organizations
- Eligible to be elected as President after one year of service