



Treasurer Convener: Position Description

The Treasurer cultivates and conserves Gather the Women Global Matrix (GTWGM) financial resources and manages the financial accounts belonging to the organization. The Treasurer Convener translates financial concepts and information to facilitate the Conveners' Circle strategic thinking about short- and long-term financial viability in relation to GTWGM's ability to fulfill its mission. The Treasurer shall monthly provide a written account of GTWGM's finances, which shall be noted and approved in the minutes of Conveners' Circle.

Primary Responsibilities

1. Manage and steward GTWGM's financial resources.
2. Prepare and maintain accurate and concise records of GTWGM's financial transactions that meet federal and state regulations governing 501(c)(3) not-for-profit organizations.
3. File all financial documentation required by law and report GTW's financial status to the Officers, Conveners' Circle and other appropriate Circles.
4. Oversee all aspects of the security and accuracy of organizational financial records.
5. Provide leadership, along with other members of the CC, to continually refine, formulate and execute GTW's vision and strategy and fulfill all functions of the financial Officer of GTWGM.

Essential Functions and Duties

- 1) Maintain secure and accurate financial records required of a 501(c)(3) corporation
 - a) Ensure that GTWGM's financial policies and procedures comply with Generally Accepted Accounting Principles and Governmental Accounting Standards, and all applicable GTW personnel are trained on policies and procedures.
 - b) Maintain spreadsheets detailing use of organization funds
 - c) Reconcile bank statements
 - d) Provide monthly Treasurer's report to Conveners' Circle
 - e) Create Annual Financial Report and Recommendations
 - f) Ensure security and updating of financial login and passwords
 - g) Contract for annual, independent financial review by accounting firm
- 2) Manage funds and steward the day-to-day operations and continuous improvement of budgeting, finance and accounting and related operational functions
 - a) In collaboration with Officers and Conveners, lead an annual budget development process
 - b) Develop policies and procedures

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- c) Establish and monitor all banking relationships
 - d) Review contracts obligating organization funds
 - e) Ensure Restricted Funds are used appropriately
 - f) Write checks and make deposits; access PayPal for deposits, transfer funds
 - g) Verify, approve and pay incoming invoices
- 3) Support organizational operations and resource development
- a) Purchase items needed for GTWGM's functions using appropriate debit card
 - b) Arrange liability insurance for venue events
 - c) Oversee all financial aspects of Annual Gathering
 - d) Support fundraising campaigns
 - e) Acknowledge via postal mail or email donations to the organization
 - f) Maintain accurate record of donations made to GTW
 - g) Create and send tax letters for those donating to GTW
 - h) Support grant applications and management

Required Knowledge, Skills and Abilities

The Treasurer Convener must have a sound understanding of GTWGM's Principles, Vision, Circle process and the Sacred Mandala. She should exhibit impeccable honesty and integrity in her role. The Treasurer Convener must have experience with general accounting methods and a financial background demonstrating experience in the areas of responsibility outlined above. She must have the ability to use a computer and software, including Microsoft Office Suite and QuickBooks to manage financial transactions and communications. She must have strong written and verbal communications skills. She should be familiar with online meeting software and be strongly motivated to advance GTW's future through contributing to collaborative, creative financial resource visioning, development, and management strategies.