



## Arizona Head Start Association

### Executive Committee- Board Treasurer

#### ROLES AND RESPONSIBILITIES

##### **Role description & person specification:**

The Treasurer has a strategic role to play in representing the vision and purpose of The Arizona Head Start Association(AZHSA) and AZHSA Membership. The Treasurer ensures that the association functions properly with all fiscal matters. The Treasurer will carry out a term of 2 years and shall not serve more than two consecutive terms in the same position.

##### **Ensure the management of the association functions properly**

- Coordinate and support meetings between the Executive Committee and the Head Start Collaboration Office as appropriate.
- Ensure fiscal matters are well documented and accurate in order and accessible to the Executive Committee.
- Bring impartiality and objectivity to meetings and decision-making.
- Facilitate change and address conflict within the board.
- Review governance performance and skills.
- Reviews fiscal documents (Fiscal Manual, Taxes, Bank/Credit Card Statements).
- Has signature authority for checks and bank account.
- Plan for recruitment and renewal of the other executive committee and board members.

##### **Ensure the association is managed effectively**

- Presides at all AZHSA executive, director, board, and any other meetings hosted by the association.
- Co-ordinate and provide input for the meetings with the executive team.
- Shall cause an accurate set of accounts to be maintained.
- Prepare with the Executive Director and Assistant Director a proposed annual budget.
- Ensures an independent audit(s) as required and facilitates a fiscal committee for audit.
- Updates and supports the Head Start Collaboration Grant by making sure that monthly reporting is being conducted.
- Meets with AZHSA Executive Director and Assistant Director on a monthly basis.

##### **Qualities and Skills Required.**

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organizational and people management.



**Arizona Head Start Association**

**Commitment:**

The role of the treasurer requires an estimated commitment of 15 hours a month. There is no compensation for this position.

If you agree with the above job description and commitment, please sign below and return this document to the AZHSA Executive Director.

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Signature

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Date