

Job Description of the ALA Treasurer

The following job description has been developed to give Board members, future officer candidates, current officers and staff an understanding of the basic duties and responsibilities of the office of Treasurer.

The job description is intended to provide a foundation upon which to build rather than a complete and prospective listing of every responsibility an officer might undertake during his or her year(s) in office. Depending on professional interests and background, theme and programmatic directions, home institution support, and personal circumstances, the specific work of the Treasurer relates to financial concerns. The Treasurer works with members of the Board and Association, the Executive Director, the Associate Executive Director of Finance, the Auditors, the Controller, the Financial Analyst, and other ALA staff to develop an agenda for his or her year that is suitable, flexible, comfortable, and appropriate.

The Executive Office staff and the staffs of the Public Information Office, the Chapter Relations Office, the Office for Intellectual Freedom, and the Washington Office can provide additional specific information and background about the work of the Treasurer.

Treasurer

Advocacy Role

Serves as an advocate for the Association, the profession and libraries.

Role as Spokesperson for and Representative of the Association

Speaks at library-related meetings, conferences, chapters

Presence at chapter and division conferences

Represents and speaks for members on all Association financial matters and issues to ensure that our dollars are earned and spent consistent with member direction, values and needs – both short- and long-term.

Role in Public and Media Relations

Represents ALA with the media on ALA and library-related financial issues.

Role in Development of Financial Planning, Initiatives, Advisory Groups

Provides input and raises questions on the preliminary Annual Budget presented by BARC.

Assists in the selection of financial goals.

Provides guidance in program planning and budget analysis.

Creates and provides financial reports to members and committees, etc. on ALA's financial status.

Role at ALA Conferences

- Reports financial performance and brings financial issues and concerns to Council, the Executive Board, and Planning & Budget Assembly for review and action.
- Recommends ALA financial policy to the Executive Board.
- Approves elements of financial plans.
- Suggests measures to build financial resources.
- Reviews annual budget performance and recommends budget changes to the Executive Board.
- Reviews the audit process and monitors the audit findings and recommendations.
- Provides the Executive Board with interpretation of financial data needed for decisions.
- Recommends to Council the approval of the annual estimate of income.

Role in the Appointment Process

- Selects Endowment, Investment Managers.
- Elects 10 Planning & Budget Assembly members (5 Chapter, 5 At-Large).
- Selects Endowment Trustees.
- Provides orientation to new members of the Finance & Audit Committee.
- Constant updates for new members, appointed to the Endowment Trustees and BARC.
- Participates in the search for an Audit firm and Attorney.

Role in Association-Wide Planning

- Facilitates the Board's financial planning role.

Role with ALA Governance

COUNCIL

- Approves all ALA policies.
- Passes resolutions with financial implications.

EXECUTIVE BOARD

- Approves elements of financial plans
- Approves grants and gifts and establishment of Endowments
- Financial oversight/review of Audit and Finance & Audit recommendations in respect to the Audit.
- Serves as a member of the Executive Director Evaluation Subcommittee.
- Serves as a member of the Executive Board's Executive Committee.

BARC

- Recommends to the Executive Board yearly budget guidelines
- Monitors the Operating Agreement for Council
- Advises units on fiscal matters
- Recommends financial planning for the Association

FINANCE & AUDIT COMMITTEE

Chair

Suggests measures to build financial resources

Recommends elements of financial plan

Considers matters related to accounting standards, finances and budgets

Reviews financial projections

Performs general fiscal duties of the Executive Board

ALA-ALLIED PROFESSIONAL ASSOCIATION [ALA-APA]

Serves as ALA-APA Treasurer

Role with ALA Membership

Hears concerns of members and conveys them to the Board and the Executive Director.

Role and Relationship with the Executive Director

Communicates with and serves as sounding board and financial advisor for the Executive Director on financial matters and concerns to the Association.

Ex Officio Role

Endowment Trustees

The ALA Treasurer's Responsibilities

General

The Treasurer participates in monthly conference calls with the Chair of BARC and the AED, Finance.

The Treasurer participates in the Endowment Trustees meetings, typically one in the spring and one in the fall. The Treasurer also participates in monthly Trustees conference calls.

January

Treasurer attends the Midwinter Meeting: all BARC meetings (3), Finance & Audit Committee (3), Executive Board (3), Planning & Budget Assembly (1), ALA Finances 101 (aka Financial Planning Seminar) (1) and Council (3) meetings. May also host a Treasurer's Financial Forum.

April

Treasurer attends the Executive Board, Finance & Audit Committee and BARC spring meetings.

May

In May and early June the Treasurer works with staff to prepare presentations to Council.

June

The Treasurer attends the Annual Conference: all BARC meetings (3), Finance & Audit Committee (3), Executive Board (3), Planning & Budget Assembly (1) and Council (3) meetings.

October

The Treasurer attends the Executive Board, Finance & Audit Committee and BARC fall meetings. The Treasurer typically attends the Division Leadership Program – 2 days.

December

The Treasurer meets with the ALA Auditor and staff for two - three days early in the month.

In December and early January the Treasurer works with staff to prepare presentations to Council.

ALA-Allied Professional Association (ALA-APA)

Serves as the ALA-APA Treasurer and attends the ALA-APA Board meetings at Midwinter, Annual Conference and the spring and fall meetings.