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Job Descriptions for Charter School Board Officers

Treasurer

Overview

The treasurer of a charter school board oversees all matters related to the school's finances, property, and budget. At Education Board Partners, we often use the terms treasurer and finance committee chair interchangeably—board members who serve as treasurer typically chair the finance committee, although not always. This leadership role requires the treasurer to be knowledgeable about standard financial and accounting practices; align all financial transactions with the mission, goals, bylaws, and legal requirements of the school; and provide the information needed for all board members to make financial decisions for the school. Ideally, the treasurer has a strong working relationship with the school leader as well as the school's chief financial officer (CFO). He or she also oversees the school's leadership in the areas of money management and compliance.

The process for selecting and installing officers should be contained in your board's bylaws. Having thoughtful position descriptions for every officer helps set high expectations and ensures that the board selects individuals with the right characteristics, experience, and expertise for each role. This tool provides a job description for a charter school treasurer.

Responsibilities

A charter school board treasurer directs the board's financial work so the board achieves its goals and operates in accordance with its bylaws in the following areas:

Leadership

- Serves as the chair of the finance committee, and leads the committee in setting and meeting annual goals
- Ensures that all members of the board fully comprehend the financial matters of the school and receive reliable and timely information regarding those matters
- Works with the finance committee, school leader, and CFO in leading the development of an annual school budget and presenting the budget to the full board for approval

Accounting & Reports

- Understands financial accounting for nonprofit organizations or charter schools
- Works with the CFO or other appropriate school leadership to deliver accurate and

complete financial reports to the board on a regular basis

- Keeps all records of school accounts current
- Oversees and reviews the annual audit process

Ethics

- Handles all work related to school's financial affairs with integrity and care
- Remains apprised of legal and ethical requirements for the position