

**Alaska Health Fair, Inc.
Position Description
Board Member - Treasurer**

POSITION DESCRIPTION:

Position: Board Member - Treasurer
Salary Range: Not applicable
Classification: Elected, Volunteer
Supervisor: Board Chair

OVERALL RESPONSIBILITIES:

Alaska Health Fair, Inc. is a nonprofit organization governed by a Volunteer Board of Directors, who sets policy and to whom the Chief Executive is accountable.

DUTIES:

Treasurer duties:

1. Is a member of the Board
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the board for members' approval
5. Ensures development and board review of financial policies and procedures

When Board Chair appoints Treasurer to perform duties of a Committee Chair, the duties are as follows:

1. Sets tone for the committee work.
2. Ensures that members have the information needed to do their jobs.
3. Oversees the logistics of committee's operations.
4. Reports to the Board's Chair.
5. Reports to the full Board on committee's decisions/recommendations.
6. Works closely with the Chief Executive and other staff as agreed to by the Chief Executive.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.

REQUIREMENTS AND SPECIAL CONSIDERATIONS:

Per Bylaws, the Board of Alaska Health Fair, Inc. shall have at least 6 and not more than 10 Directors.

The Board shall not be limited to state residents.

Alaska Health Fair, Inc. seeks statewide representation and diverse personal and professional backgrounds.

The candidate will have a financial background (preferably a CPA) to complement the Board's existing skill set.

Directors serve at the pleasure of the Board for an indefinite period of time.

Vacancies are filled by a majority vote of the Directors.

BENEFITS:

Not applicable.

9/18/18