



Michigan Association for the
Education of Young Children

Governing Board Treasurer

Position

In addition to fulfilling the general responsibilities of a Board member, the Treasurer has general oversight of the care and custody of the organization's financial assets and investments.

Term

The Treasurer assumes a two-year term of office that begins at the conclusion of the June Board meeting following their election by the membership.

Time commitment

The full Board typically holds in-depth meetings three to four times a year— usually in September, January and/or March, and June (during the two-day in person Board Retreat). While the June meeting is in person, other Board meetings are primarily held virtually with occasional exceptions. The Board also hosts the annual membership meeting at the Michigan AEYC Annual Conference each spring. Other meetings may occur throughout the year as needed. Board members receive detailed agenda materials to review prior to each meeting.

Newly elected members also attend an orientation and are invited to attend the June Board meeting as observers prior to their taking office.

The Treasurer serves on the Executive Committee that is chaired by the President and includes the President-Elect or Past President, depending on which seat is occupied, Vice President, and Secretary. Executive Committee meetings are held virtually and occur between Board meetings and as needed.

The Treasurer conducts quarterly fiscal reviews of association finances and consults with the auditor at least annually to confirm adherence to all fiscal policies of the association. Reviews and consultations are conducted virtually. Occasionally, other financial activities of the association may require the Treasurer's review and/or approval.

The Treasurer is the chairperson of the Finance Committee. The committee meets following the Treasurer's quarterly fiscal review to examine financial statements and consider budget and other fiscal recommendations for the Board. Finance Committee meetings typically take place in advance of Board meetings and are held virtually.

Qualifications for Treasurer

This is an extraordinary opportunity for an individual who is passionate about Michigan AEYC's mission and who has a significant track record of effective governance and leadership experience. In addition to the qualifications for all Board members, candidates for Treasurer are selected based on their:

- Knowledge of fiscal policy, experience in analyzing budgets, and the ability to communicate financial data to the Board and membership.

Duties of the Treasurer:

In addition to the duties of all Board members, the Treasurer shall:

- Provide leadership, governance, and oversight.
- Serve as a member of the Executive and Finance Committees.
- Plan, preside over, and facilitate all Finance Committee meetings.
- Provide general supervision over the care and custody of the funds and over the receipts and disbursements of the association.
- Consult with Michigan AEYC's outside accounting firm during the association's annual audit.
- Review and analyze Michigan AEYC's financial status and communicate that information to the Finance Committee, Executive Committee, and Governing Board at its meetings as well as the membership at the annual membership meeting.