

UUFH Shared Ministry Position Description

Position Title: Treasurer

Cluster: Board

The UUFH Treasurer is also a member of the Board of Trustees, a member of the Executive Committee and ex officio member of all Stewardship Committees. These additional responsibilities are addressed elsewhere.

Purpose of Position/Description:

To assure that all money and other property of the UUFH is safely received and kept and disbursed appropriately under the direction and to the satisfaction of the Board of Trustees.

Responsibilities:

The greatest challenge of the Treasurer's job is the mastery of the full range of the UUFH's financial activities. There are relatively few required "tasks" for the Treasurer and no bookkeeping *per se* is expected, but a full understanding is required of everything from the weekly deposit to the operating budget to the Endowment Funds. The Treasurer also must be able to communicate effectively to the Board and Congregation on this entire range of matters. The Treasurer is responsible to the Board of Trustees, the Congregation and local, state and federal legal authorities. The many tasks which can/should/must be done by the Treasurer are detailed in the document entitled "Financial Procedures Manual."

When is this ministry performed/Amount of time required:

Treasury work requires a minimum of 3-4 hours per week (in addition to the Trustee and Executive Committee responsibilities). Hours are flexible and some tasks can be done from home.

Qualifications:

- Experience in non-profit finances
- An understanding of UUFH finances
- A willingness and time to learn the many facets of the Treasurer's job

Training Provided:

- At present, there are a number of knowledgeable Fellowship members who can provide information, training, and support.
- There are commercially-available courses on QuickBooks, PowerChurch and other financial topics.
- Much information is available on the Internet.

Support Provided:

- UUFH Board and staff
- UUFH Finance people
- UU Money: a listserve provided through the UUA

Board-Appointed?

Elected

Length of Commitment (or Term if Board-Appointed):

The Treasurer is elected by the Congregation to a three-year term.

Benefits:

- Increased skills
- Personal Growth
- Knowledge and satisfaction that a necessary job is being done

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Approved by BOT on: [date]