

Indiana Library Federation Treasurer Job Description

1. Oversees preparation of the Indiana Library Federation Budget.
2. Participates in Indiana Library Federation audit procedures.
3. Monitors and advises on unit budget plans, unit conference plans, and use of unit conference profit accounts.
4. Monitors and reports on investments.
5. Works with the executive director to resolve unit financial concerns/problems.
6. Makes reports to the Indiana Library Federation Board of Directors.
7. Works with the accounting firm.
8. Presents financial training at the Indiana Library Federation Leadership Workshop and District Officer's Training.
9. Chairs Budget and Financial Development Committee, serves as a voting member on the Personnel Committee, and serves as an ex-officio member of the following committees: Endowment, SPEC, Insurance & Benefits, and Scholarship.
10. Serves as an ex-officio member of any unit receiving a grant of more than \$25,000.

ILF Executive Board Approved 11/8/95
Revised: 10/31/00

Indiana Library Federation

Assistant Treasurer/Treasurer Elect

Job Description

Election Information:

Four Year Position

Years 1-2: Serve as assistant treasurer/treasurer elect

Years 3-4: Serve as treasurer

1. Regularly notifies units of financial balances.
2. Works with the treasurer and executive director to review and approve unit conference plans and use of conference profit accounts.
3. Reviews monthly financial statements for problem areas.
4. Periodically reviews financial documents with the accounting firm.
5. Serves as a voting member of the Budget and Financial Development Committee and serves as an ex-officio member of the following committees: Annual Conference Planning, SPEC, Insurance & Benefits, Personnel, and Publications.
6. Serves as an ex-officio member of any unit receiving a grant of more than \$25,000.
7. Trains for the treasurer's position.
8. Assumes the treasurer's responsibilities when the treasurer is not available.
9. The final approval of any decisions rest with the treasurer.
10. In the event that the treasurer cannot serve, the assistant treasurer/treasurer elect becomes the treasurer.

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