

**ARCTIC RESEARCH CONSORTIUM OF THE UNITED STATES
TREASURER
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

The Treasurer is responsible for monitoring the financial condition and overseeing the financial administration of ARCUS. He/she has oversight of all funds, property, securities of the organization, subject to such regulations as may be imposed by the Board of Directors.

The Treasurer ensures¹

- Actions relating to the Board's financial responsibilities
- That financial records are maintained and accessible as required
- That appropriate financial reports are available to the Board
- The accurate and timely production of financial reports

ACCOUNTABILITY

The Treasurer is accountable to the Board of Directors as specified in the bylaws. Through the Board of Directors, certain duties to the Treasurer may be delegated to the Executive Director, Board members and/or committees as appropriate.

SPECIFIC DUTIES

- Oversees and reviews for approval all actions and policies with major financial implications
- Ensures conduct of an annual audit and communication of results to the Board of Directors
- Presents to the Board of Directors at least four times a year the financial condition of ARCUS
- Preside at all meetings of the Council of ARCUS members and at all meetings of the Board of Directors in the absence of the President.

¹ This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Treasurer but it is not necessarily the Treasurer who carries out that activity. Indeed, many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.