

Board Treasurer

Elected Position

Description

The WLA Treasurer is elected by a majority of ballots cast by WLA membership.

- Voting member of the WLA Board
- Term of office is two years; incumbent may run for one additional term
- Office shall be assumed January 1 of the year following election
- Candidate must be a member of WLA
- Experience in budgeting, accounting, or bookkeeping preferred

Responsibilities

Participate in Board activities and communications

- Attend Board meetings and WLA events
 - Three Board meetings are online and one is in-person at the annual conference
 - Annual leadership retreat is in-person
 - Board Directors are encouraged to attend WLA events such as the annual conference, WA Library Legislative Day, etc.
- Read and respond appropriately to Board emails and attend ad hoc Board meetings if scheduled
- Familiarize yourself with the issues before the Board and prepare in advance for discussion and decision-making
- Participate in the annual Board Director self-review process and executive management performance evaluation

Chair the WLA Finance Committee

- Assist in the development of annual budget and participate in recommendation to Board
- Review financial reports, IRS returns, and other documents as needed
- Represent WLA in tandem with Executive Director, CPA, or legal counsel, as appropriate
- Participate in financial audits as needed

Maintain knowledge of WLA financial procedures

- Participate in updates to the WLA Financial Policy & Procedures