

Oregon Hunters Association

Position Description

Treasurer

The Treasurer shall have fiduciary responsibility that includes the oversight and working knowledge of all funds belonging to the Association at the state level.

Send, or make readily available, to the Board financial statement summaries and reports as required the Bylaws or by the Board.

Participate in person in the formation of the annual budget.

Review and track the annual operating Budget and be prepared to answer questions during Board meetings. Report any concerns regarding the operating Budget to the Board.

Identify the specific line item where funds are available and will be charged to for newly proposed expenditures by the Board during the course of the budget cycle.

Serve as chair of the OHA Finance Committee which will be responsible for developing investment strategies for State level investment funds. Select OHA Board and/or staff members to serve on the Committee.

Through recommendations made by the OHA Finance Committee, develop an investment strategy prior to the start of the upcoming calendar year. Seek professional advice as necessary. Such strategies will be presented at the last Board meeting of the year for review and approval.

During the course of the year, make adjustments in investment strategies either as dictated by market conditions or as directed by the Board. Board shall review and as necessary approve such adjustments either through normally scheduled meetings or by a special meeting as called by the Treasurer.

Keep and maintain full and accurate books and records of the investment accounts and provide written account summaries for all Board meetings.

In the event of audits of chapter or State finances, the Treasurer shall be advised and track and report to the Board the status of audits in process.

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