



Santa Barbara County 4-H Youth Development Program 4-H MANAGEMENT BOARD TREASURER JOB DESCRIPTION

General Description

The 4-H Management Board Treasurer is a middle manager and provides leadership to and coordinates all budgeting and accounting activities for the Santa Barbara County 4-H Youth Development Program (YDP). The Treasurer a) receives, deposits, disburses and keeps a complete and accurate account of all monies and property of the 4-H Youth Development Management Board and associated 4-H Program Development Board; b) presents an up-to-date financial report at each meeting of the board; and c) prepares and presents financial reports annually at year-end. The Treasurer must comply with all University of California (UC) and statewide 4-H financial policies.

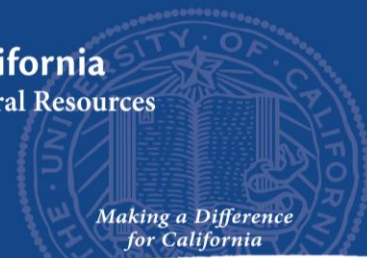
Objectives

1. To ensure effective management and operation of the county 4-H programming.
2. To follow UC and statewide 4-H policies and procedures established to document financial activity in accordance with laws and regulations.
3. To handle funds properly and in accordance with the 4-H Management Board Constitution and Bylaws.
4. To assume primary responsibility of handling the organization's funds.
5. To oversee the work of any individual that the Management Board may appoint as an assistant to the Treasurer for a definite or indefinite period of time. If the Management Board appoints an Assistant Treasurer, that individual may be given signature authority on the Management Board's checking account.
6. To ensure that 4-H units (e.g., clubs) have the training and support needed to manage unit finances.
7. To stay informed of new UC and 4-H financial policies and make adjustments to financial management practices as necessary.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially financial management policies and procedures.
2. Experience with accounting, budgeting and/or financial management.
3. Interest in administrative and management functions and tasks, particularly financial management.
4. Strong leadership skills.
5. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational and record keeping skills.





10. Strong computer skills and proficiency in related computer software programs for financial *record keeping* (i.e. Quickbooks, Excel)
11. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
12. Become a 4-H Adult Volunteer prior to serving as a Director.

Specific Responsibilities

1. Follow and abide by the 4-H Management Board Treasurer Job Description.
2. Collect data to develop an annual budget for the county 4-H YDP. Submit the budget to the 4-H Management Board for approval. The annual budget must be approved by the Youth, Families, & Communities Advisor.
3. Keep accurate financial records, copies of invoices, bills, etc., related to the funds and property of the 4-H Youth Development Management Board and associated 4-H Program Development Board, and account fully for all receipts and expenditures.
4. Receive, record, and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H Youth Development Management Board.
5. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the Management Board.
6. Serve as an important link between the Management Board and any Assistant Treasurer approved by the Management Board to pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the Management Board. Inform the board by giving reports as to their work and how they are functioning.
7. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook.
8. Furnish electronically generated financial reports annually at year-end, or by September 15, and at such times as required by the Management Board, Program Development Board Key Leaders, and/or 4-H YDP staff.. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
9. Act as custodian of all funds and personal property of the 4-H Youth Development Management Board and associated 4-H Program Development Board, and keep a current list of all such property.
10. Prepare all financial records for an annual audit or peer review.
11. Have signature authority on the county 4-H Youth Development Management Board checking account and savings account.
12. Provide training and support to the 4-H unit (e.g., club) treasures related to their responsibilities, financial management, budgeting and accounting.
13. Provide training and support to the Program Development Board Key Leaders related to their responsibilities, financial management, budgeting and accounting.
14. Form a peer review committee to oversee the conducting of audits for all 4-H units in the county, except for the 4-H Management Board. (The 4-H Management Board Director appoints the peer review committee to oversee conducting of audits of the VMO, with the approval of the other board members.)
15. Support 4-H units (e.g., clubs) in completion of required financial reports annually at year-end, or by September 15.
16. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).





17. Serve as an important link between the 4-H Management Board and Program Development Board Key Leaders with respect to approved budgets, accounting, and related financial matters.
18. Work closely with the Director to coordinate ad-hoc committees to ensure that members are recruited, timelines and policies are followed, and that the committee is functioning according to the instructions provided to them by the 4-H Management Board.
19. Participate in annual training of treasurers.
20. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
21. Work closely with the 4-H YDP staff.
22. Attend scheduled orientation and training sessions for Directors.

Relationships

The Treasurer is responsible to the 4-H Management Board Director and the 4-H YDP staff. The Treasurer works closely with the Fundraising/Gift Giving Director to determine costs of the program, provide budgets and communicate funding needs. The Treasurer cooperates with the other Management Board Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. The Treasurer will work cooperatively with the California 4-H Foundation. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

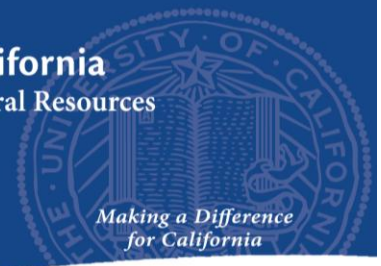
The time needed to do the job varies throughout the year. It is estimated that a minimum of 12-16 hours per month throughout the year would be required to do this job well.

Reimbursement/Compensation

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
 - a. State 4-H Leaders' Forum
Full conference fee and gasoline expenses will be paid.
 - b. Western Regional 4-H Leaders' Forum
Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.





Term of Appointment

The Treasurer shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the Management Board. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Treasurer.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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