

**KAFP BOARD OF DIRECTORS  
JOB DESCRIPTION  
TREASURER**

**BASIC FUNCTIONS**

- Serve as an executive officer of the board of directors.
- Monitor KAFP finances.
- Provide timely reports to the board of directors on the financial status of the Academy.

**DUTIES, RESPONSIBILITIES AND AUTHORITY**

- Acts as oversight for the KAFP and advises the board of directors on the financial impact proposed actions could have on the Academy.
- May be called upon to represent KAFP at designated and budgeted meetings or conferences.
- Has the authority to invest funds in accordance with the Academy's investment policy.
- Influences the establishment of strategic goals and objectives for the organization and oversees the execution of the strategic plan.
- Ensures the organization continues its focus on the resonating themes of innovation, financial sustainability and diversity, equity and inclusion.
- Informing the board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.
- In cooperation with CEO, the treasurer shall be responsible for preparing and presenting an annual budget to the board of directors.

**QUALIFICATIONS AND TERM OF OFFICE**

- The treasurer must be an active member of KAFP in good standing and is elected by the members.
- The leadership development committee will consider nominees with appropriate relevant experience.
- Preferred experience and comprehension:
  - Financial statements
  - Investments
  - Organizational bylaws
  - Basic accounting skills
  - Aptitude for organization and details
  - Strategic planning
- The term of office is two years. This position has a three-term limit.

**TIME COMMITMENT**

The treasurer has many time-consuming demands from conducting Academy business, resulting in approximately three to four hours of time required per month. Additionally, it is expected the treasurer will attend all KAFP conferences and any other meetings or conferences as requested.

**EXPECTATIONS**

It is expected of all board members to attend and actively participate in board meetings. This includes coming to meetings prepared, having reviewed the meeting materials in advance.

It is further expected of all board members to participate in and promptly respond to communication from the CEO and other board members when conducting Academy business outside of board meetings.

Further, it is expected each board member will contribute in some way to the KAFP Foundation. Contributions come in many forms including financial donations, in-kind gifts or making introductions to potential donors or partners.

KAFP board members have fiduciary responsibilities as well and are expected to uphold them. Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy and efficient. Board members serve as stewards of the Academy and must always act for the good of the organization, rather than for the benefit of themselves.