

TREASURER

The Treasurer role is a volunteer, voting Officer position on the Board of Directors. This position is appointed by the Board of Directors. The primary responsibility of the Treasurer is to oversee the management and reporting of Women & Hi Tech's finances.

Term of Office: One (1) year

Qualifications:

The Treasurer has demonstrated a willingness and enthusiasm to work towards the mission of Women & Hi Tech. She/he has demonstrated the ability to positively influence others and the proven ability to solicit and obtain substantial financial contributions. She/he has demonstrated knowledge of the STEM community and its changing needs.

The Treasurer should have prior experience in financial control and accounting, either professionally or prior non-profit experience.

All Officers shall be a member in good standing at time of initial voting and must remain in good standing throughout their tenure.

Responsibilities:

- Keep correct and complete records of account of the Corporation.
- Have charge and custody of all funds, notes, securities and other property.
- Ensure that the board is notified by email of expenditures as outlined in the bylaws.
- Create invoices and deposit funds for sponsorships.
- Issue checks, drafts and other orders for payment.
- Furnish financial statements and reports to the board prior to monthly board meetings.
- File state and federal tax forms required by law.
- Maintain accounts for Women & Hi Tech using various software tools.
- Regularly check the PO Box for notifications, payments, etc.
- Work with the Board of Directors to finalize an annual budget, and notify the board of budget deviations throughout the year.
- Attend Executive Women's Forums, Networking Events, and Leading Light Awards.



- Attend community, industry and association events on behalf of Women & Hi Tech.
- Participate in panel discussions as a representative of Women & Hi Tech.
- Participate in Women & Hi Tech committees.
- Attend monthly board meetings.
- Submit reports monthly to the Board of Directors.
- Adhere to the participation policy as outlined in the bylaws.

Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commit their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, an Officer is leading her/his own area of responsibility while also contributing to other areas of the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 10-20 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).

