



ReadyKids! Board Treasurer Role

Every Child A Reader in Escambia (ECARE) D/B/A ReadyKids!

1. **Financial Oversight:** Collaborating with the Executive Director and bookkeeper to ensure the organization maintains accurate financial records, including budgets and financial statements.
2. **Budget Development:** Collaborating with the Executive Director and other board members to develop and approve the organization's annual budget.
3. **Financial Planning:** Providing input and guidance on financial matters, such as fundraising strategies, financial projections, cash flow management, and financial policies.
4. **Financial Reporting:** Presenting financial reports to the board regularly, highlighting the organization's financial health and any concerns or areas needing attention.
5. **Compliance:** Ensuring the organization complies with all financial regulations and reporting requirements, including tax filings and audits.
6. **Risk Management:** Identifying and managing financial risks to the organization, such as changes in funding sources, economic conditions, or financial mismanagement.

Per the Bylaws: The Treasurer shall coordinate with ECARE's Executive Director to account for moneys received and expended for the use of ECARE. An oral and written monthly financial report will be made to the Board. In the absence of the Chair and Vice-Chair from a meeting, the Treasurer will serve as Chair and shall have all of the power of and be subject to all of the restrictions upon the Chair. The Treasurer may perform any other duties incident to the Office of Treasurer or assigned by the Chair or Board.