

JOB DESCRIPTION

Financial Secretary Silver Beach Improvement Association

SBIA Bylaws Direction

The executive officers of the Association shall consist of a president, vice president, a secretary, who shall be a clerk of the Association, a financial secretary, and a treasurer.

Accountability

The Financial Secretary serves and is accountable to the Executive Officers of the Association.

Term of Office

One-year term or until his or her successor is elected.

Responsibility

The Financial Secretary is responsible for serving under the President. The Financial Secretary has fiduciary duties and a duty of loyalty to the Association. No action taken by the Financial Secretary may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

Duties

In addition to the duties of every Board Member, the Financial Secretary is responsible for:

- Sit on the Finance Committee which is chaired by the President Ex Officio.
- The Finance Committee (President Ex Officio, Treasurer and Financial Secretary) shall:
 - Examine, audit and certify sch bills incurred by the Association as may be referred to it for that purpose.
 - Consider and report any special matters relating to the finances of the Association.
 - Consider all committee estimates and prepare a budget of estimated expenses and receipts of the Association for the year.
- Report at the Annual Meeting of yearly activities.

- Additional duties as required.

Qualifications

The Financial Secretary must have:

- A commitment to, and a clear understanding of the mission of the Association.
- Knowledge of meeting procedures, governance policies and bylaws of the Association.
- Sufficient time to devote to his/her primary duties.
- Clear and methodical record-keeping.
- A basic knowledge of accounting practices.