

Boxwood Green Board of Directors Position Description

The Treasurer

- is the Chief Financial Officer (CFO) of the Association and is the custodian of the funds, securities, and financial records of the Association.
- ensures that all financial transactions are recorded in a timely manner.
- ensures that monthly and annual financial reports of the Association's Financial dealings and condition are prepared.
- ensures that all investments are made in accordance with Board policy and authorization.
- ensures that the proposed annual budget and Reserve Study are developed and prepared for Board review and approval.
- signs checks in accordance with Board policy.
- coordinates all financial activities with the Association's Finance Committee.
- has the authority to bind the Association with third parties when the Board expressly provides this authority to the Treasurer.
- Oversees the Assistant Treasurer or managers or management companies that are hired by the Board to handle the Association's finances.

Approved 12/02/2021

Reviewed 3/10/2022

Revised and Approved by the Board of Directors December 2, 2021