



Responsibilities of the CalSAE Treasurer

The Treasurer oversees the organization's finances and financial processes, including the development and oversight of the budget. The Treasurer shall become familiar with the financial policies, investment policies, and accounting procedures, control and financial report of CalSAE, and shall consult with the Board Chair and President/CEO as needed, including such matters on which he/she shall advise the Board of Directors. The Treasurer is also an Officer and member of the Executive Committee. The Treasurer is part of the "leadership pipeline" and is expected to serve as Vice Chair & Secretary the following year, and as Chair of the Board the year after that.

Responsibilities and duties of the CalSAE Treasurer are:

1. All responsibilities associated with Directors also apply to the Treasurer, including but not limited to, legal duties, meeting attendance and preparation, representation of the membership, knowledge of and adherence to the Bylaws and Board policies (including the Conflict of Interest policy).
2. The Treasurer is an Officer of CalSAE and includes those related duties and responsibilities.
3. The Treasurer is a member of the Executive Committee, which includes the Chair, Immediate Past Chair, Vice Chair & Secretary, and Industry Partner Vice Chair. The Executive Committee meets approximately six times annually, typically by conference or video call.
4. The [Board Policies & Procedures Manual](#) (link) articulates that the Treasurer:
 - Shall keep or cause to be kept adequate and correct books and records of accounts of the properties and business transactions of CalSAE.
 - Deposit or cause to be deposited appropriate monies and valuables to the credit of CalSAE such depositories as are designated by the Board.
 - Will receive a copy of CalSAE's bank statement and the CalSAE check register each month. The register will show the date, amount of the check, and the vendor to whom the payments were made.
 - Will have general supervision of the financial affairs of CalSAE. The Treasurer will also review the President/CEO's expenses as well as the Chair's expenses on a quarterly basis.
 - Will receive a copy of the President/CEO's credit card statement each month, including receipts and reasons for each purchase.
 - Will provide general quarterly summarized financial reports to the Board of Directors and Executive Committee.
 - Will supervise the preparation and presentation of CalSAE's annual budget to the Board of Directors.
 - Will act as Chair of the Board in the event of the absence or disability of the Chair of the Board and the Vice Chair & Secretary or vacancy in both offices.

Time Commitment: Approximately six to ten hours per month plus travel and attendance to four BOD meetings and one planning retreat (two days) annually.