

## STATE 4-H MANAGEMENT BOARD TREASURER JOB DESCRIPTION

### General Description

The 4-H Management Board Treasurer provides leadership to and coordinates all budgeting and accounting activities for the State 4-H Management Board. The Treasurer receives, deposits, disburses and keeps a complete and accurate account of all monies and property of the State 4-H Management Board, Management Board Committees and other event planning committees. The Treasurer coordinates the efforts of the Finance Committee and any related ad-hoc committee(s). The Treasurer must comply with all University of California (UC) and 4-H financial policies.

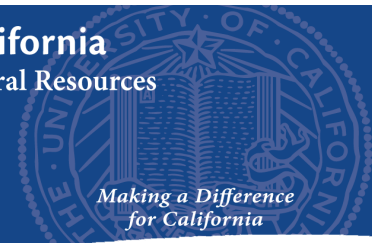
### Objectives

1. Follow UC policies and procedures established to document financial activity in accordance with laws and regulations.
2. Demonstrate an ability to handle funds properly and in accordance with the 4-H Management Board Constitution and Bylaws and 4-H policy.
3. Assume primary responsibility of handling the Management Board's funds.
4. Assume primary responsibility for overseeing the development and adherence to the Management Board's budget.
5. Stay informed of new UC and 4-H financial policies and make adjustments to financial management practices as necessary.
6. Fill out all UC paperwork required for processing contracts, check/reimbursement requests and other financial/business matters of area events and activities
7. Chair and oversee the Finance Committee.

### Specific Skills

1. Either an understanding of or a willingness to learn about the 4-H Youth Development Program (YDP), especially financial management policies and procedures.
2. Experience with accounting, budgeting and/or financial management.
3. Interest in administrative and management functions and tasks, particularly financial management.
4. Strong leadership skills.
5. Ability to relate to and work with diverse youth and adults.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults through youth-adult partnerships.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational and record keeping skills.
10. Working knowledge of technology, various software applications, such as Quickbooks, spreadsheets, social media, etc. as it applies to this position.
11. An understanding or willingness to learn about the University of California, Agriculture and Natural Resources (UC ANR), UC Cooperative Extension (UCCE) and statewide 4-H YDP





mission and organizational structure, including the California 4-H Foundation, and communicate it to others.

### **Specific Responsibilities**

1. Become a 4-H adult volunteer prior to serving as a Director.
2. Follow and abide by the State 4-H Management Board Treasurer Job Description.
3. Upon selection as the Treasurer, work with the sectional and state councils to transition financial records, property and funds to the Management Board.
4. In coordination with the Resource Development Director and budget committee, develop and manage an annual budget for the State 4-H Management Board and associated State 4-H Committees and other event planning committees. Submit the budget to the 4-H Management Board for approval. The annual budget must be reviewed by the State 4-H Director or designee.
5. Keep accurate financial records, copies of invoices, bills, etc., related to the funds and property of the 4-H Management Board and associated State 4-H Committees and other event planning committees, and account fully for all receipts and expenditures.
6. Receive, record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H Management Board.
7. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the Management Board.
8. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook.
9. Furnish financial reports annually at year-end, or by September 15, and at such times as required by the Management Board and/or the State 4-H Director. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
10. Act as custodian of all funds and personal property of the 4-H Management Board and associated State 4-H Committees and other event planning committees, and keep a current list of all such property.
11. Prepare all financial records for an annual audit or peer review.
12. Have signature authority on the State 4-H Management Board checking and savings account.
13. Ensure that a peer review committee is formed to oversee the conducting of audits for the State 4-H Management Board.
14. Serve as a member of the State 4-H Management Board and attend regularly scheduled meetings.
15. Organize, recruit, select members, oversee and serve as chairperson of the Finance Committee, and coordinate any related ad-hoc committees.
16. Work closely with the 4-H YDP and State 4-H Office staff.
17. Participate in any statewide treasurer trainings.
18. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The Treasurer is responsible to the State 4-H Management Board and Associate Director of 4-H Program and Policy. The Treasurer works directly under the guidance of the 4-H Analyst who serves as their staff liaison and provides technical support and assistance on 4-H policies,





financial practices and reporting. The Treasurer works closely with the Resource Development Director to determine costs of the program, provide budgets and communicate funding needs. The Treasurer cooperates with the other Directors, Management Board Committees, the State 4-H Advisory Committees, event planning committees, 4-H YDP staff as well as adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP staff to ensure compliance with UC/4-H program priorities and policies.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

**Benefits**

- Learn new skills and strengthen job skills
- Resume building
- Grow personally and professionally
- Positively contribute to the youth of California

**Reimbursement/Compensation**

1. Telephone bill reimbursement for long distance calls pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
3. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the State 4-H Management Board).
4. Equipment necessary to carry out the essential duties of this position (subject to funding and approval by the State 4-H Management Board).
5. Travel to and from State 4-H Management Board and Committee meetings.

**Term of Appointment**

The Treasurer shall serve a two-year term, with eligibility to apply for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the State 4-H Management Board Treasurer.

\_\_\_\_\_  
Treasurer

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Date





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4-H Analyst

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Date

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Associate Director of 4-H Program and Policy

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Date





It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf> ). Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

