

AMC Volunteer Treasurer

The Volunteer Treasurer is an officer of the AMC Western Massachusetts Volunteer Club Unit (VCU), and is elected annually for a maximum of five consecutive terms. The Volunteer Treasurer manages all finances for the Chapter and any bank accounts that are governed by the Chapter. The Treasurer administers the VCU budget, and accounts for all transactions in and out of the local bank account. The Treasurer is supported by and works closely with the AMC Finance & Accounting Office.

AMC's VCUs support the organization's mission on the ground by leading trips, offering outdoor skills and leadership training courses, and creating opportunities for conservation action and stewardship at the local level. These dedicated volunteers help activate their communities, often launching people on a path toward greater engagement with AMC's mission of protecting and enjoying the outdoors.

Responsibilities:

- Understand all policies, rules, and practices that pertain to VCU finances as outlined in the [AMC Volunteer Finance and Administration Manual](#). Attend (or watch) all relevant trainings offered by the AMC Finance and Accounting Office.
- Attend VCU Committee meetings and present a report on budget and balances.
- **Financial Transactions:** Administer the budget approved by the VCU. Receive all income, manage the VCU's bank account and pay expenses.
 - Retain all records and documentation for every receipt and expenditure for annual audit records. Ensure the VCU maintains proper financial controls to mitigate the risk of fraud.
 - Ensure compliance with the *AMC Spending Threshold Policy* that states transactions – individually or in aggregate – may require the approval or signature of AMC Staff.
 - Ensure compliance with the *AMC Donations to Outside Organizations Policy* that requires pre-approval of donations to outside organizations.
 - Act as primary signer of VCU checks – the VCU Chair is also a signer on the bank account and can sign if more than one signature is needed (see *Spending Threshold Policy*) or if a backup signer is needed.
- **Planning & Reporting:** Compile requests from committees during the annual budget process and recommend a balanced budget to the VCU for approval which reflects the priorities determined by the VCU in alignment with AMC mission and vision.
 - Send the annual budget to the AMC Volunteer Relations Office by the deadline in January.
 - Submit annual audit records to the Finance & Accounting Office by the first Friday of Feb.
- **Administration:** Reconcile the VCU bank account checkbook(s) each month.
 - Receive advance approval for all contracts and agreements – send to AMCcontracts@outdoors.org for review and approval.

Preferred Qualifications/Skills:

- The Treasurer must be a member of the AMC.
- Be organized, a good communicator, and willing to work with a diverse group of individuals.
- Respond promptly to email and voice communications.
- Have access to a computer with internet in order to manage documents and information flow.
- Have experience in financial management and budgeting.

- Maintain familiarity with AMC policies and rules governing financial management; maintain adequate financial controls to mitigate risk and ensure the safety of AMC funds.
- Time commitment: 1-2 hours per week

Resources, Training, & Benefits:

- The Treasurer is supported by the VCU Committee, the Volunteer Relations Department, and the Finance & Accounting Office.
- The [AMC Volunteer Finance and Administration Manual](#) is updated annually and contains important information about core treasurer responsibilities, and rules and policies for management of AMC funds.
- Online trainings and resources are available on outdoors.org and on SharePoint (intranet) – the Finance & Accounting Office hosts periodic trainings for Treasurers.
- Attend Quarterly Treasurer call with AMC Finance staff
- A monthly Volunteer Newsletter provides important updates and reminders to AMC volunteers—this includes upcoming events, guidelines, policy reminders, etc.
- Follow Standard Operating Procedures for Chapter and AMC

Points of Contact:

- Chapter Chair & Vice Chair
- Jean Cooney, AMC Controller – jcooney@outdoors.org
- Denise Horne, AMC North Country Business Office Supervisor (Audit) – dhorne@outdoors.org
- Volunteer Relations Staff – volunteerrelations@outdoors.org