**Career Development Professionals of Indiana**

Board of Directors Job Description Form

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| Position | Treasurer |
| Term of service | 2 years (beginning July 1, ending June 30; eligible for re-election) |
| Purpose | Serves as liaison between a hired external bookkeeper/CPA and CDPI’s Board of Directors and membership. Partners closely with bookkeeper to maintain organization and transparency of finances. |
| Type of Position | Application required. |
| Qualifications | 1. Active member of CDPI 2. Ability to write and edit effectively 3. Effective time management and clear communication skills |
| Time Commitment Required | * Board meetings: 3-4 hour meetings quarterly * Approximately 5-7 hours monthly to communicate with bookkeeper and maintain communication with board of directors |

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| Responsibilities |
| * Present financial status reports during quarterly board meetings and annual membership business meeting * Serve as financial representative with other CDPI officers on federal, state and business documents * Maintain consistent working relationship and payment to external bookkeeper * Work with bookkeeper to process reimbursements and payments for organization expenses * Provide payment for upfront expenses related to annual conference or professional development opportunities * Verify membership status and payments by reviewing financial transactions * Offer guidance and feedback on decisions related to advancing CDPI’s mission |
| Calendar of Activities |
| * *June (prior to term)*: Review website to become familiar with history of CDPI * *Summer:* Receive training from board and bookkeeper and learn role * *Fall:* Work with bookkeeper to process payments related to professional development activities; attend professional development activities hosted/sponsored by CDPI * *Spring*: Work with bookkeeper, conference planning committee and members to process conference payments * *Quarterly:* Summarize financial accounts for quarterly board meetings and present project status reports * *May:* Participate in the annual spring conference. |

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| Notes/Advice |
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