

TREASURER QUALIFICATIONS

Any individual who desires to be considered for employment as the Treasurer of the Lions of Wyoming Foundation should have the following skills and/or possess said stated credentials:

1. Being a member in good standing of a District15 Lions Club or by becoming a Lion member as soon as employed as the Treasurer.
2. Good accounting skills, including the following: Ability to document business financial transactions; compile the information needed to prepare entries for company accounts, such as the general ledger, pledges receivable, accounts payable, and payroll; filing governmental reports and remitting tax obligations; and preparing budgets. Ability to reconcile the company's bank statements, ledgers, investment account statements, generation of financial statements, and an understanding of accounting software, such as QuickBooks. A CPA or experienced bookkeeper is preferred.
3. Documented expertise in fundraising for non-profits.
4. Effective oral communication skills whether involved in one-on-one conversations or addressing large gatherings.
5. Excellent organizational and time-management skills.
6. Computer skills that include expertise in word processing, desktop publishing, and spreadsheets.
7. Any other qualifications the Board of Trustees deems important at the time applications for the position are solicited.

SELECTION PROCESS

1. A general notice will be sent to all Lions Clubs in District15 announcing a vacancy in the position of Treasurer soliciting interested applicants. In addition, the search committee can advertise the vacant position in any publication that might solicit a response from a qualified applicant.
2. The committee will put together an application form using the criteria set forth under qualifications as well as requesting applicants to supply the names of three references.
3. The committee will review all applications and arrange a personal interview with those applicants who receive favorable consideration. Applicants who are not scheduled for an interview will be advised in person or by phone call with an appreciation of thanks for submitting their name for consideration.
4. After interviews of applicants have concluded, a consensus will be reached by the committee as to who should be offered the position. The committee should also rank applicants in order of preference in the event the selected applicant declines the offer. Unsuccessful interviewed applicants will be so advised in person or by phone.
5. Upon selecting a list of candidates, the chairperson shall report to the Board of Trustees. With approval of the Board of Trustees, the chairperson shall offer the position to the candidates in order.

DUTIES/RESPONSIBILITIES

The Treasurer is appointed by the Foundation Board and carries out the policies, procedures and directives of the Foundation Board. In general, the Treasurer shall be charged with the handling all Foundation funds, investments and recordkeeping. The Treasurer shall be responsible for implementing the policies and directives of the Board of Trustees. In addition, the Treasurer shall perform additional duties as directed by the Foundation Board. Specific duties shall include, but not necessarily be limited to:

1. The Treasurer shall formulate separate line-item budgets for the programs and operations of the Foundation, Allen H. Stewart Lions Camp (AHSLC), Youth School for the visually impaired, the Adult School for the visually impaired in collaboration with the Summer School Committee, Camp Operations Committee, and executive director.
2. The Treasurer shall formulate a capital budget for the AHSLC with the Camp Operations Committee.
3. At regular meetings, the Treasurer shall submit a quarterly budget report, balance sheet, and profit and loss statement to the Foundation Board.

SALARY/EXPENSES

As set by the Board of Trustees the Treasurer shall receive a monthly salary. The Treasurer shall maintain the right to bargain in good faith the amount and terms of the salary fully realizing the Board of Trustees will make the final decision. Office expenses will be budgeted and reimbursed to the Treasurer upon approval of the trustees. Mileage for approved travel will be negotiated between the treasurer and the Foundation president on a yearly basis.