



## **NHF Colorado Board Treasurer Description**

**Mission:** NHF Colorado is dedicated to preventing the complications of bleeding disorders through education, advocacy and research.

The NHF Colorado Treasurer participates as a member of the Executive Committee, which includes the President, Vice President(s), Secretary, and Treasurer. The Treasurer is primarily responsible for overseeing the NHF Colorado finances.

In addition to the board member-at large responsibilities, the NHF Colorado Board Treasurer has the following responsibilities:

- Tracks revenues and expenses and create financial statements (balance sheet, income statement, and cash flow statement) and communicate this information to the Board on a quarterly basis;
- Works with NHF Colorado Board and staff to create the overall NHF Colorado budget and seeks approval from the board on annual budget;
- Ensures development and board review of sound fiscal policies and procedures;
- Acts an official signer on the NHF Colorado bank account and work with Executive Director on large monetary distributions;
- Oversees any financial agreements;
- Participates in fundraising activities and on the Fund Raising Committee where applicable;
- Monitors Board giving and encourages 100% giving at the board level;
- Make sure that each board member has set an annual fundraising goal and help to ensure that they can reach their goals;
- Determine average annual giving per Board member and use this figure to encourage higher giving among Board members.

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