



**Humboldt County 4-H Youth Development Program
4-H MANAGEMENT TEAM
TREASURER
POSITION DESCRIPTION**

General Description

The 4-H Management Team Treasurer is a middle manager as a member of the Budget Committee. In coordination with the Budget Committee, the treasurer provides leadership to all budgeting and accounting activities for the Humboldt County 4-H Youth Development Program (YDP). The Treasurer receives deposits, disburses and keeps a complete and accurate account of all monies and property of the 4-H Youth Development Management Team and associated 4-H Program Development Team, presents an up-to-date financial report at each meeting of the team and prepares and presents financial reports at mid-year and annually at year-end. The Treasurer must comply with all University of California (UC) and 4-H financial policies.

Objectives

1. To follow UC policies and procedures established to document financial activity in accordance with laws and regulations.
2. To demonstrate an ability to handle funds properly and in accordance with the 4-H Management Team Constitution and Bylaws.
3. To assume primary responsibility of handling the organization's funds.
4. To ensure that 4-H units' (e.g., clubs) treasurers have the training and support needed to manage unit finances.
5. To stay informed of new UC and 4-H financial policies and make adjustments to financial management practices as necessary.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H 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 youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Ability to communicate effectively.
7. Good organizational and record keeping skills.
8. Computer skills and a good understanding of computer software programs for word processing, spreadsheets, and financing.
9. An understanding of or the willingness to learn about the 4-H Management Team, Program Development Team, Director and Key Leader concepts in the county and the ability to communicate it to others.
10. Become a 4-H Adult Volunteer prior to serving as a Treasurer.

Specific Responsibilities

1. Follow and abide by the 4-H Management Team Treasurer Position Description.



4-H Management Team

Treasurer

Position Description

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2. Keep accurate financial records, copies of invoices, bills, etc., related to the funds and property of the 4-H Youth Development Management Team and associated 4-H Program Development Team, and account fully for all receipts and expenditures.
3. Have signature authority on the Humboldt County 4-H Youth Development Management Team checking account and savings accounts, inclusive of CDs.
4. Receive record and deposit all funds in an account established for the 4-H Youth Development Management Team.
5. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the county director and Management Team.
6. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook, [Chapter 9: Financial Management](#).
7. Furnish financial reports mid-year and annually at year-end, or by September 15, and at such times as required by the Management Team and/or the county director. Financial reports (Form 6.3) include a balance sheet and a statement of revenues and expenses (income statement).
8. Act as custodian of all funds and personal property of the 4-H Youth Development Management Team and associated 4-H Program Development Team, and keep a current list of all such property (Form 6.2).
9. Prepare all financial records for an annual audit or peer review (Forms 8.5 & 8.6).
10. In collaboration with the Budget Committee:
 - a. Form a peer review committee to oversee the conducting of audits for all 4-H units in the county.
 - b. May assist the UC 4-H staff in providing training and support to the 4-H unit (e.g., club) treasurers related to their responsibilities, financial management, budgeting and accounting.
 - c. Support 4-H units (e.g., clubs) in completion of required financial reports annually at year-end, or by September 15.
 - d. Collect data and develop an annual budget for the Humboldt County 4-H YDP. Submit the budget to the 4-H Management Team for approval. The annual budget must be reviewed and approved by the county director or designee.
 - e. Coordinate annual training of treasurers.
11. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the team.
 - b. Serve as an important link between the 4-H Management Team and Program Development Team, Key Leaders and their committees with respect to budgets, accounting and related financial matters.
12. Work closely with the 4-H YDP staff and 4-H Office.
13. Attend scheduled orientation and training sessions for Management Team Members Directors.

Relationships

The Treasurer works closely with the Budget Committee and is responsible to the 4-H Management Team and the 4-H YDP staff. The Treasurer works closely with the Budget Committee to determine costs of the program, provide budgets, and communicate funding needs. The Treasurer cooperates with other Directors on the 4-H Management Team and Leaders on the Program Development Team. The Treasurer will work with the 4-H YDP staff to assure compliance with 4-H and University policies.



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Time Involved

The time needed to fulfill the position varies throughout the year. It is estimated that on average 5-8 hours per month throughout the year would be required to fulfill this position well.

Benefits and Reimbursement

1. Reimbursement of long distance calls and postage pertaining to Treasurer work (up to the maximum set by the 4-H Management Team).
2. Annual appointment calendar.
3. Financial Aid with registration fees and travel expenses to conference, leader forums, or other relevant training at the rate of one conference per two-year term.
4. Gratitude of parents, youth, and the community.
5. Opportunity to build leadership, decision-making, and planning skills.
6. Meaningful opportunity to serve others and your community.
7. Expenses related to Treasurer work may be tax deductible.

Term of Appointment

The Treasurer shall serve a two-year term, with eligibility 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 position description, and I am willing to volunteer and to serve in the capacity of the Treasurer.

4-H Adult Volunteer (Print)

(Signature)

Date

4-H YDP Staff (Print)

(Signature)

Date

County Director, Humboldt (Print)

(Signature)

Date

This document was developed by the State 4-H Office and the Humboldt County Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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