



Appendix

Duties and Qualifications of the Rochester Zen Center's Treasurer

Duties

- Attend meetings of the Center's Board of Trustees.
- Exercise oversight of the Center's financial affairs and of the Center's Business Manager, who administers the day-to-day financial affairs of the Center under the direction of the Board or its designee(s).
- Serve on the Center's Finance Committee, which manages the investment of the Center's funds consistent with the Board's instructions and policies.
- With the Business Manager, help prepare the Center's annual financial report and quarterly financial reports.

Qualifications

- *Financial Knowledge:* A basic understanding of financial management principles, accounting practices, and bookkeeping procedures is important.
- *Experience in Financial Management:* Prior experience in budgeting, bookkeeping, and/or managing a church's or other nonprofit's finances would be valuable.
- *Attention to Detail:* Attention to detail and accuracy are crucial for reviewing financial records, preparing reports, and monitoring compliance with financial regulations.
- *Technological Proficiency:* Familiarity with (or willingness to learn about) financial software, spreadsheet applications, accounting systems, and church management software would be helpful.
- *Integrity and Trustworthiness:* The Treasurer has access to sensitive financial information and must demonstrate a high level of integrity, confidentiality, and trustworthiness.
- *Communication Skills:* Good communication skills are helpful for effectively communicating financial information, collaborating with the Board of Trustees, the Business Manager, and the Finance Committee, and explaining financial concepts to those with limited financial expertise.
- *Commitment to Stewardship:* The Treasurer should have a strong commitment to the principles of stewardship and to encouraging responsible financial practices at the Center.
- *Other Skills:* Knowledge of, or experience in, areas such as strategic planning or human resources would be helpful in advising the Center's leadership.

Article IV(B)(4) of the Center's by-laws specifies the duties of the Treasurer and provides as follows:

4. *The Treasurer; Finance Committee.* The Treasurer shall report to the Board and shall be responsible for oversight of all financial affairs of the Center, including the maintenance of financial records and



the preparation of financial reports, and shall perform such other duties as may be prescribed by the Board or required by these By-laws. A Finance Committee comprising the Treasurer, the Business Manager and such other members as the Board may appoint, shall, consistent with any instructions or policies adopted by the Board, manage the investment of the Center's funds, including the purchase, sale, or transfer of securities on behalf of the Center. The Business Manager and any subordinates shall keep the Treasurer fully informed of the Center's financial affairs and shall ensure the Treasurer access to all records and information pertaining to such affairs. The Treasurer shall, with the cooperation the Business Manager, assist the Board in the preparation and presentation of the report that the Board must submit to the annual corporate meeting of Members pursuant to section 519 of the Not-for-Profit Corporation Law. In addition, the Treasurer, with the assistance of the Business Manager, shall submit quarterly written financial reports to the Board containing at least the information required to be included in the Board's report to the annual corporate meeting.

Article III(A)(3) of the Center's by-laws specifies the duties of the Business Manager and provides as follows:

3. *Business Manager.* The Board of Trustees shall appoint a Business Manager, who shall report to the Board or such person(s) as the Board may from time to time designate and who shall serve at the Board's pleasure. The Business Manager shall administer the day-to-day financial affairs of the Center under the direction of the Board or its designee(s) and under the oversight of the Treasurer. The Business Manager shall also perform such other duties as may be prescribed by the Board or required by these By-laws. The Business Manager shall ensure that the financial affairs of the Center are conducted in a responsible manner and that financial records are maintained as required by law. Unless excused by the Board, the Business Manager shall attend the meetings of the Board.