



American Wine Society Job Description and Duties Treasurer

The American Wine Society (AWS) is incorporated as a 501(c)(3) non-profit organization whose mission is "Promoting Appreciation of Wine through Education."

The Board of Directors will direct and support the work of the AWS with foresight, oversight, and insight and provide mission-based leadership and strategic governance. While day-to-day operations are led by the AWS Executive Director, the Board-Executive Director relationship is a partnership. As such, appropriate involvement of, direction from, and governance by the Board is essential and expected.

Expectations for Each Board Member

- Thoroughly understand the AWS mission, policies, programs, and needs.
- Ensure that AWS activities and transactions are, first and foremost, advancing its mission.
- Serve as a trusted advisor to, and colleague of, the Executive Director. Be open and honest in communication and opinions.
- Make decisions in the best interest of the AWS, rather than the best interest of any individual.
- Ensure that the AWS complies fully with applicable laws and regulations, and follows its own bylaws, policies and resolutions.
- Maintain confidentiality about all internal matters of the organization.
- Faithfully read and understand all documents discussed by the Board, including AWS financial statements. Make inquiries in a collegial and professional manner to ensure all documents and financial matters are discussed openly and understood.
- Ensure systems, controls and processes are in place to provide prudent use of all assets, including facilities and people.
- Approve the AWS annual budget, conference budget and financial review reports.
- Actively contribute feedback to an annual performance evaluation of the Executive Director.
- Fully prepare for and participate in monthly teleconference meetings and twice-annual, in-person meetings, including one at the National Conference.
- Serve on committees or task forces and take on special assignments, when necessary.
- Be an advocate or brand ambassador for the AWS in non-board and non-AWS settings and conduct oneself in a manner becoming of an AWS leader.
- Leverage connections, networks, and resources to help the AWS fully achieve its mission.

- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings. Recuse himself or herself from voting if a potential conflict of interest exists on a specific matter under consideration.

Qualities and Qualifications for Board Membership

Board membership is an extraordinary opportunity for an individual who is passionate about the AWS mission, and who wants to serve the national membership and enhance their collective experience with the society.

Ideal Board candidates will have the following qualifications:

- Exhibit a general level of experience, knowledge and participation in activities of the AWS at chapter and regional levels.
- Possess strong communication skills and be able to demonstrate them orally and in writing.
- Be able to act diplomatically and call upon a natural affinity for cultivating relationships.
- Possess the ability to persuade, convene, facilitate, and build consensus among diverse individuals.
- Be known and considered to possess integrity, credibility, and a passion for improving AWS members' experiences through their affiliation with the society.

Candidates for Treasurer must have:

- C.P. A. training or experience as a corporate controller (or similar position) and must be familiar with accounting software and systems.
- Experience or significant education in budgeting and fiscal management.
- Membership in the AWS for at least three (3) years.

Duties and Responsibilities

- Have custody of all funds and securities belonging to the Society.
- Keep full and accurate account of all receipts and disbursements in books belonging to the Society.
- Deposit all monies and other valuable effects in the name of and to the credit of the Society in such depositories as may be designated by the Board of Directors.
- Disburse the funds of the Society as may be ordered by the Board of Directors, taking proper vouchers for such disbursements.
- Guide, advise, and monitor the activities of the Executive Director with relation to financial management of AWS funds and records. Take action to improve and correct any issues that may arise.
- Prepare and present quarterly financial statements and reports for the Board of Directors and annual statements for the general membership.

- Have overall responsibility for keeping the accounts of the Society and must be prepared to exhibit the records at all reasonable times.
- Maintain work papers/analysis of accounts containing an audit trail of adjustments he/she makes to the records.
- Prepare an annual budget and advise the Board on budgetary matters.
- Oversee the investment of Society funds in a manner that safeguards the assets while providing income.
- In conjunction with the Executive Director, review AWS insurance proposals, coverage, and policies to make sure the policies meet AWS needs and are competitively priced.
- Interface with the preparer of (or prepare) federal and state income tax and payroll tax returns. In either case, is responsible to make sure a system is in place that ensures all federal and state tax documents are approved and properly filed.
- Set up AWS employees' payroll and withholding so that both salaries and payroll taxes/FICA are paid on time.
- Reconcile the cash accounts.
- Serve as Chairperson of the Finance Committee.

The Treasurer serves on the Board of Directors for three (3) years and is eligible to be re-elected.

Service on the AWS Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs related to Board Members' duties.

Updated: March 2020

Reviewed and Agreed

Approved and Implemented

Treasurer

AWS President or BOD designate