



# Treasurer Roles and Responsibilities

A Treasurer at Naked Apple Tribe should be a person who is humble (emphasizes team over self and is quick to point the contributions of others), hungry (self-motivated, diligent, and prioritizes the organization's needs), smart (good judgment around diverse people groups, socially appropriate, and aware of the impact of their words and actions).

## Qualifications:

- Highly driven and detail-oriented with proficiency in administrative tasks.
- Demonstrated trustworthiness in handling financial matters and producing accurate financial statements.
- Strong communication skills and the ability to organize and prioritize tasks effectively.

## Responsibilities:

- Co-op Day Leadership:
  - Assume a leadership role during co-op days, assisting the director with various tasks as needed.
  - Fields messages from those who are going to be absent. In collaboration with the Director, ensure that all parent assignment vacancies are covered when members are absent, checking each class to ensure there are enough adults to teach/help.
  - Communicate with families who are late or fail to inform the co-op of absences, providing reinforcement or conducting training on co-op policies and procedures as necessary.
  - Take weekly attendance at co-op sessions.
- Administrative Responsibilities:
  - Ensure that all Naked Apple forms are completed by families and uploaded to Google Drive at the beginning of each year.
  - Ensure all Teacher Expectation Agreements and Statement of Faith policies have been signed by all teachers before registration.
  - Ensure all Handbook forms have been signed before the first day of co-op.
  - Ensure all parent and student conduct forms have been signed before the first day of co-op.
- Financial Management:
  - Ensure timely payment of family registration, student fees, payment plans, and field trip fees in collaboration with the accountant
  - Track class budgets and reimburse teachers for submitted receipts.
  - Follow up with individuals who have outstanding payments and track down late payments as needed.

The Treasurer/Secretary plays a crucial role in maintaining the financial integrity and operational efficiency of Naked Apple Tribe.