



## **National Association (NA)/ Chapter Model Role Profile: NA/Chapter Treasurer**

This document is one of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

### **General overview of the role**

As the Treasurer of a CISV National Association or a Chapter, you are responsible for the financial well-being of the organization. You don't need to be an accountant, but you should have a sense for numbers, financial concepts, and some financial planning for the future. Your role is essential for organizational stability of the local CISV organization and sustainable growth through effective financial management and planning. You are responsible for the collection of income and the sensible spending of financial resources. Besides the typical financial tasks in CISV, you may be required to deal with any audits and reporting required by local authorities.

### **Key Responsibilities and Tasks**

#### **Basic responsibilities of a NA/Chapter Treasurer – as a broad summary:**

- Work with your Board to develop annual and long-term budgets. The Treasurer must be involved in all major financial decision-making. The Treasurer should be one of the signing officers to release funds for payment.
- Maintain the books of account accurately, record all income, ensure that it is collected promptly, and record all expenses, ensure that they are all properly authorised
- Open and maintain a bank account for the NA/Chapter
- Prepare annual accounts and complete financial reporting required by your NA, CISV International or external authorities in your country
- Record all assets and liabilities of the Chapter/National Association
- Follow legal requirements in your country and work with external auditors if your accounts are audited
- Liaise with the fiscal officer at International Office or the International Resource and Infrastructure Committee as needed. (NA Treasurer)
- Be familiar with CISV International membership and programme fees and penalty fees.
- Ensure compliance with the financial rules and procedures of CISV International

#### **Throughout the CISV Year (key responsibilities)**

- Plan an annual budget in advance, learn from the past (keep records), estimate expenses and income, and don't let the quarterly invoice from IO be a surprise.
- Cash management: Collect membership fees and pay invoices in a timely manner
- Produce monthly income and expense statements for your Board and your own records; compare with the cash flow and budget forecast

- Work with your NA/Chapter fundraiser to plan requests and administer any grants
- For Hosting and other events:
  - Budget planning for Hosting (expenses, income, savings, grants)
  - Work with the staff to ensure appropriate cash management
  - Reimburse volunteer expenses as needed
  - End-of-programme settlement of expenses and income
  - Long-term planning for Hosting (Fundraising)
- For Sending:
  - Cost planning for Sending (Travel, International Fees, Training, other)
  - Issue invoices for participation in all international programmes (and national activities where fees apply) and keep track of payments.
  - End-of-programme settlement of expenses and income
- With/for CISV International (NA Treasurer):
  - Receive, check and pay invoices from CISV International
  - Explore most cost-effective method of making international payments
  - Receive and act on Offset Credit Notes (OCN) from CISV International to reimburse CISV International volunteers from your NA/Chapter
  - Give financial input to the National Report Form, and sign the audit letter at the end of the fiscal year

### **Main Policies and Resources**

- [Treasurer's Guide](#)
- InfoFile C-10 CISV International Fee Structure
- InfoFile C-11 Programme Cancellation and Penalty Fees
- [InfoFile C-09 Financial Routines of CISV International](#)
- [InfoFile 0-07 CISV's Working Principles for Good Governance](#)
- [Global Hosting Plan](#)
- National Law and Financial Routines for Charities

### **Monitoring, Evaluation & Risk Management**

You know you have succeeded as a Treasurer, when

- The organization's finances are in good state
- Volunteers are reimbursed promptly
- Prompt payment of Invoice from IO
- Appropriate Budget/Cash to run, long term planning for Hosting
- Audits confirm correct bookkeeping

### **Working Relationships**

In most CISV organizations, the Treasurer is a member of the board. He reports directly to the president. In many countries' legal systems, the Treasurer is fully accountable for all financial matters in front of the law. In his organization the Treasurer liaises directly with the NA/Chapter Secretary and/or the Programme Coordinators, who provide the relevant Hosting and Sending information. It is advised that the Treasurer maintains a close relationship with the Hosting Coordinator and/or Programme Staff for all financial matters.

As a Chapter Treasurer in a multi-Chapter NA, you will need to liaise with other volunteers in the same role, and your NA Treasurer, who maintains the relationship with CISV International on all financial matters.

### Work Relationships

- As a member of the **NA/Chapter Board** you are responsible for advising and steering the organization in all financial matters, and especially financial planning.
- The **NA/Chapter Programme Coordinators** are your partner in financial planning for hosting and sending. They provide you with programme and participants' data, while you support them on defining the cost of a programme
- The **NA Secretary** has access to protected resources of CISV International. Especially the quarterly invoice from IO and the input to the National Report Form will go through the NA Secretary.
- Several educational and leadership activities in your NA or Chapter are run by the **NA/Chapter Junior Branch**. You are their partner in the financial area. Be prepared to support and advise them on any budget or expense related question.
- All trainings are usually coordinated by the **NA/Chapter Training Coordinators**. You are their partner in the financial area. Be prepared to support and advise them on any budget or expense related question, and their multi-year training planning
- The **NA/Chapter Fundraising Coordinator** and the **NA/Chapter Profile Raising Coordinator** are your partners on any external income related activity.
- The NA/Chapter Programme Coordinator will liaise with the **Home Staff**. Your input is needed for budget planning, cash management, expense payments and several other financial related tasks. It is good practice that the treasurer works directly with the Home Staff.
- The **Fiscal Officer at International Office (IO)** - [finance@cisv.org](mailto:finance@cisv.org), is your contact for any question regarding the quarterly invoice. The NA Treasurer will co-ordinate all financial relationship with CISV International.
- In a multi-Chapter NA the **NA Treasurer** will to coordinate CISV International Fees and the distribution of NA Expenses with all Chapter Treasurers.
- If your organization has outsourced accounting and bookkeeping to **a paid employee**, he/she can be a valuable asset in ensuring that the everyday financial operations run smoothly.

### Networking

Though, the Treasurer is an inward facing role, you might want to liaise with other CISV Treasurers for training and best practice sharing. In addition to CISV's fiscal community, you can network locally with other people who hold similar roles in other local like-minded organisations, e.g. to share information on required financial processes or money generating opportunities.

### Reporting Hierarchy

As the Treasurer, you report directly to the NA/Chapter President. In a multi-Chapter NA an indirect reporting from the Chapter Treasurer to the National Treasurer might exist.

### Key Competencies

#### Attitudes

- Willing to be accountable all financial matters of the CISV organization
- Willingness to prompt people if they have not paid
- Willing to constantly learn by doing
- Willingness to support and train others on financial matters

- Inclusive cooperative working style.

### **Skills**

- Appropriate skills of book-keeping / accounting
- NGO organizational skills: how to plan and manage budgets
- Prioritization and time management skills

### **Knowledge**

- Knowledge of CISV structures and programmes
- Knowledge of CISV International financial processes (invoicing)
- Awareness of the national and local laws and rules of your country that relate financial management of NGOs

## **Additional Comments**

### **Recommendations (to be good in that role)**

Though, the role of the Treasurer needs constant availability to make payments, it is not a role with a high weekly workload. The Treasurer should ensure that all financial transactions go through his/her desk. When the Treasurer keeps historic records, s/he will find that annual financial planning is an easy repetitive task. In a Multi-Chapter NA, a timely coordination of expenses and sharing between Chapters ensures that the National Association runs smoothly.

### **Hints on the difference for NAs or just for Chapters, or for Chapters in multi-Chapter NAs.**

In multi-Chapter NAs, all Chapter Treasurers need to establish financial policies for the NA, especially on splitting and distributing costs for the NA, and the management of CISV International Fees. Often an experienced or former Chapter Treasurer takes on the role of the National Treasurer.

### **Learning and Training options**

- **Highly recommended:** Chapter Development RTF
- **Beneficial:** Treasurer's Training (if offered)
- **Not offered by CISV, but still beneficial:** Accounting and Fundraising trainings for NGOs (these may be offered by Like-Minded Organizations in your city / country)