

## **SYNOD TREASURER**

### **Position Description**

#### **Qualities and Eligibility**

Nominees for Synod Treasurer should be deeply committed to the life and ministry of Christ's Church, especially as expressed through the Evangelical Lutheran Church in America and the Upstate New York Synod, regular in their worship attendance, and charitable with their gifts of time, talent, and treasure.

The treasurer shall be a voting member of a congregation of this synod. The treasurer may be either a layperson or an ordained minister.

#### **Nomination, Election, and Term of Service**

The Nominating Committee elected by the Synod Council shall nominate at least one person for election to the office of treasurer. Additional nominations may be made from the floor of the Synod Assembly.

Background checks and screening shall be required and completed for persons nominated as synodical treasurer prior to their election, if possible, or as soon as practical after their election.

The treasurer of this synod shall be elected at a regular meeting of the Synod Assembly to a term of four years and may be reelected to subsequent terms without limit. A majority of the legal votes cast shall be necessary for election. The term of office shall commence at the close of the Synod Assembly at which the treasurer was elected.

#### **Duties**

The treasurer shall provide and be accountable for:

- Management of the monies and financial accounts of this synod, its deeds, mortgages, contracts, evidences of claims and revenues, and trust funds, holding the same at all times subject to the order of this synod.
- Investment of funds upon the authorization of the Synod Council.
- Receipt and acknowledgement of offerings, contributions, and bequests made to this synod, collecting interest and income from its invested funds, and paying regular appropriations and orders on the accounts as approved and directed by the Synod Council.
- Transmittal each month to the treasurer of the Evangelical Lutheran Church in America of the funds received by this synod for the general work of this church.
- Maintenance of a regular account with each congregation of this synod and informing each congregation, at least quarterly, of the status of this account.
- Rendering at each regular meeting of the Synod Assembly a full, detailed and duly audited report of receipts and disbursements in the accounts of this synod for the preceding fiscal year, together with the tabulation, for record and publication in the minutes, of the contributions from the congregations.
- Obtaining a fidelity bond in the amount determined by the Synod Council for persons handling synod funds, which bond shall be in the custody of the secretary.

The treasurer serves as a member of the synodical finance and investment committees.

### **Privileges and Accountability**

The treasurer:

- Serves as an officer of this synod.
- Serves as a member of the Executive Committee of the Synod Council with the privilege of voice and vote.
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- Serves as a member of the Synod Assembly with the privilege of voice and vote.
- Is accountable to the Synod Assembly and, in the interim, the Synod Council.

### **Other**

- The treasurer should have significant expertise in the area of religious and/or nonprofit financial management.
- The treasurer should possess knowledge of internal control practices, generally accepted accounting principles and financial reporting requirements. A CPA is desirable, but not required.
- The treasurer should have experience with budget development and budget variance monitoring.
- Excellent oral and written communications skills, organizational proficiency, adeptness with electronic communications, and the ability to handle confidential information are paramount in the treasurer.
- The treasurer should be versed in ELCA church structure.
- The treasurer shall not receive a salary for the performance of the duties of the office.
- The treasurer is financially responsible for a portion of the expenses associated with attending meetings of the Synod Council and the Executive Committee.