

**The Rocky Mountain Association of Geologists was established in 1922 with the following objectives:** To promote interest in geology and allied sciences and their practical application; To foster scientific research; To encourage fellowship and cooperation among its members; To facilitate professional development; and to disseminate geologic information.

**Description:** Treasurer-Elect of the RMAG Board of Directors

**JOB PURPOSE:** The Treasurer-Elect will assist the Treasurer with the work of RMAG providing mission-based leadership and strategic governance of the association financials. Day to day operations of RMAG are led by the RMAG staff. However, the board-staff relationship is a partnership and the involvement of the board is both critical and expected. The Treasurer-Elect will have responsibilities specific to the position.

**ESSENTIAL POSITION FUNCTIONS:**

- Attend all board meetings (typically held the 3rd Wednesday of every month at 4pm)
- Represent RMAG to stakeholders and act as ambassador for the association
- Achieve financial objectives by reviewing and approving annual budget, reviewing monthly treasurer reports, and any audit report or annual reviews, and legal or fiduciary responsibilities
- Shall assist the treasurer in his or her duties to ensure the effectiveness and continuity of this association
- Assist the treasurer to work in concert with the Executive Director and bookkeeper to pay out, disburse or otherwise dispose of, all funds and securities of the corporation
- He or she will review payments regularly and sign checks in the absence of the treasurer
- Attend all financial review meetings with staff to review financial reports
- Serve on the finance committee and with the finance committee, help the treasurer manage the board's review of and action related to the board's financial responsibilities
- Work with the Treasurer, Executive Director, bookkeeper, and staff to ensure that appropriate financial reports are made available to the board on a timely basis
- Assist the Treasurer to present the annual budget to the board for approval
- Assist the Treasurer to present the annual report and financial status of the RMAG to the membership at the December luncheon
- Review the annual audit and help the Treasurer answer board members' questions about the audit

**POSITION TERM:**

Two (2) years. He or she shall serve for one (1) year as Treasurer-Elect and in the following year shall assume the office of Treasurer.

**FUNDRAISING:**

So that RMAG can credibly solicit contributions from foundations, corporations, and individuals, all board members are encouraged to make annual gifts to RMAG. It is also recommended that Board members attend RMAG events such as luncheons, short courses, symposia, and field trips, and to promote these events and RMAG publications to members and sponsors.



**QUALIFICATIONS:**

This is an extraordinary opportunity for an individual who is passionate about RMAG’s mission and who has a track record of board leadership. Selected board members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high- performing board members.

**Ideal candidates will have the following qualifications:**

- Current RMAG member in good standing
- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, and/or the nonprofit sector
- A commitment to and understanding of RMAG’s members, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of RMAG’s members

**CONFIDENTIALITY:**

RMAG expects you to respect the privacy of the organization and to maintain confidentiality. Confidential information includes but, is not limited to: information about RMAG finances, salaries, donor information, operating plans, investment management, personnel matters, internal discussions and other information that may be deemed proprietary. No information may be released without appropriate written authorization. Failure to maintain confidentiality may result in disciplinary action.

As a member of the Board of Directors, I recognize by my signature that I owe a fiduciary duty of care to the RMAG as set forth above.

**I acknowledge I have read the Board description(s) for the position I am running and believe I can uphold the duties listed above if I am elected.**

Candidate Signature:

Date:

---

---

