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Duties & Responsibilities of the Treasurer

Function: Serve as the Chief Elected Financial Officer of Oregon REALTORS®

Responsibilities: The Treasurer shall have the authority and responsibility to perform the following duties:

- Serve as Chair of the Finance and Budget Committee;
- Serve as a member of the Oregon REALTORS® Leadership Team, Executive Committee and Board of Directors;
- Assist Leadership Team in recommending a Vice Chair and members of the Finance and Budget Committee;
- Work closely with the CEO and COO to ensure that the financial activities and processes are in accordance with the Oregon REALTORS® policy manual, and that properly adopted accounting procedures are used by the Association;
- Ensure that Oregon REALTORS® income/expense statements are prepared and presented quarterly to the Leadership Team, Executive Committee and Board of Directors;
- In coordination with the President-Elect and the Finance and Budget Committee, review the draft annual budget as prepared by the COO (with CEO and staff input) to ensure alignment between program budgets and the Strategic Plan, suggest changes, and forward recommendations to the Executive Committee for referral to the Board of Directors at the fall Board of Directors meeting;
- Ensure that an annual Audit of the Oregon REALTORS® finances is completed and presented at the Spring Board of Directors meeting;
- In coordination with the CEO, COO and Finance and Budget Committee, provide oversight and advice regarding the association's reserve accounts and investment strategy and policies;
- Participate in annual Strategic Planning sessions and activities. working with the CEO and COO, provide input and oversight for the Oregon REALTOR® Plaza
- To strongly consider being a contributor to ORPAC at least at the NAR minimum level.

Qualifications: Prior to the time of election, the Treasurer shall have

- Completed a minimum of two (2) full years of service on the Finance and Budget Committee within the previous five-year period
- Knowledge of the principles and practices of financial record keeping (including the ability to read and interpret a financial statement and be conversant in basic financial terminology), accounting systems and financial reporting (including generally accepted accounting principles or GAAP).
- Been actively engaged in the real estate business and hold an active Real Estate Broker license from the State of Oregon for a minimum of 5 years
- The ability to communicate financial information effectively to persons with little or no financial expertise and work with Oregon REALTORS® staff and the independent auditors, as necessary.



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Preparation: Before assuming office, the Treasurer shall

- Be thoroughly familiar with the Oregon REALTORS® financial reporting statements; budget development and reporting processes; fiscal management, reserves and investment policies; association bylaws and polices; Strategic Plan and strategic thinking initiatives; and any financial strategies of the Finance/Budget Committee, Leadership Team and Executive Committee;
- Complete a training program for treasurer as developed by the CEO, COO and leadership

Term: The Treasurer is elected for a 2-year term and may serve no more than two consecutive 2-year terms
