

NLG Treasurer (and Treasurer-Elect) Description

This position is responsible for managing the NLG budget, finances, and fundraising plan, as well as participating on the National Executive Council (NEC) and Executive Council (EC).

Tasks of this position include:

NEC Responsibilities: Attends all NEC meetings. Chair NEC Finance Committee, and set up meetings of committee between NEC meetings. Author quarterly reports to NEC and National Office regarding finances. Support President in Fundraising/Development Committee.

Budget and Finances: Manage finances and budget. Plan and execute the budget process and contracts for Annual Convention. Work with President and National Office to develop comprehensive fundraising strategy and capacity to implement. Work with National Office on tax reporting. Coordinate annual audit with contractor.

Executive Council Responsibilities: Between NEC meetings, being on the EC includes participation in regular conference calls, which typically occur monthly. In addition, it includes regularly checking their NLG email account to vote on and discuss endorsements and other issues between NEC meeting. Before and during board meetings, the EC sets the agenda for the NEC meeting and sometimes helps to facilitate the meeting.

Anti-oppression: The Guild has committed to becoming an organization that addresses and ultimately eliminates internal oppression, as well as engaging in anti-oppression work outside of the organization. As with all NLG leadership, the Treasurer is expected to contribute ideas related to furthering these goals. They will support the work of committees dedicated to representing and supporting underrepresented communities, including but not limited to TUPOCC, Disability Justice, Queer Caucus, and the Anti-Racism Committee. This commitment includes undertaking an annual anti-oppression training with the rest of the NEC.

NOTE: Travel costs to NEC meetings are covered by the National Office budget.