



# Mid-Atlantic Association of IB World Schools



## JOB DESCRIPTION – TREASURER

*The Mid-Atlantic Association of IB World Schools fosters a collaborative environment for all members to serve and advocate for IB World Schools throughout the Mid-Atlantic region.*

### **Educate – Participate – Lead**

The Treasurer of IB-MA maintains the financial records for the organization. In collaboration with the organization's accountant, the Treasurer provides monthly reports to the IB-MA, collects and prepares reimbursements, and prepares necessary tax documents.

#### **The IBMA Treasurer is responsible for:**

- Oversees annual operational budget and reports such information to the Board at each board meeting.
- Organizes all accounting and budgeting procedures and activities for the coming year.
- Attends all Board and Coordinator meetings.
- Keeps the organizations' financial records, including books of account and IRS tax filings.
- Maintains detailed membership records of payment, including billing members and collecting member dues, registrations, etc.
- Prepares and distributes financial transactions approved by elected officers.
- Collaborates with accountant to prepare monthly financial statements and IRS tax filings when appropriate and distributes to the Executive Director, President and President-Elect.
- Serves as an active, voting member of the Board of Directors.
- Assists with functions of the IB-MA to include workshops, summer academies, college fair, etc.
- Review Form 990 prior to its submission
- Works with the President and Executive Director to Insure the organization has the financial resources necessary to carry out its mission
- Be respectful of differing opinions
- Be open minded to diverse ideas
- Actively participate in board meetings, annual Board planning retreat and annual meeting
- Participate in annual board self - assessment
- Review Board meeting materials before the meeting



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## Time Demands (approximate)

- 1-2 hours per week on duties related to IBMA
- Attendance at all IBMA Executive Board meetings and Coordinator meetings. This will average about 8 days away from regular duties during the school year.
- Attendance at, and assistance with, other IBMA functions as appropriate. These include, but are not limited to the Summer Academy, College Fair and Orientation Session.

## Qualifications

- Currently serves as IB Coordinator in Delaware, Maryland, Virginia or Washington, D.C. or has served as IB Coordinator in one of those states; if the latter is true, is currently in a position in an IB World School, is active in the IB Educator Network, and/or is in a position at a Central Office of a school district in which some part of the IB philosophy plays an integral role in daily duties.
- Obtains support from direct supervisor to fulfill responsibilities of the Treasurer.