



**KINGDOM Group International, Incorporated**  
**BOARD OF DIRECTORS**  
**Treasurer - Executive Committee Board Member - Job Description**

**The KINGDOM Group Board of Directors Commitment:**

The Treasurer ensures proper fiscal management of the organization including actions relating to financial responsibility.

**Daily/Ongoing tasks:**

- Manage expense and revenue form submissions
- Track overall budget
- Assist Board in understanding their budget and status
- Lead Budget and Finance Committee for the following year's budget. Budget to be set by November 30<sup>th</sup> and brought to Board of Directors for approval.

**Monthly tasks:**

- Monthly reporting for board meetings
  - Overview of finances – Compared to budget and year-to-date
  - Changes to approved budgets as necessary
- Attend Executive Committee meetings.

**Additional Responsibilities:**

- Chairs the Budget Committee
- Serves on the Funding Committee

**BOD shall have the following responsibilities:**

- Attend a minimum of 75% of regular BOD meetings: 3 of 4 quarterly board meetings (typically held fourth Thursday of the last month of each quarter)
- Participate at a high level on a committee/special project; includes but not limited to attendance at committee meetings, participation at events, other specific committee needs
- Participation in recruiting/retention for members (individual and corporate)
- Assist with personal invites for UNITY events and other events supported by the KINGDOM Group
- Work to promote goals and purposes of KINGDOM Group, including progress with strategic plan and other BOD focus areas
- Contribute to The KINGDOM Group at least \$600 annually (Approx. \$50 per month)