

## **Section 10: DUTIES OF THE BOARD TREASURER**

**Policy purpose:** It is the purpose of this policy to enumerate the duties of the board treasurer.

### **Policy statement:**

The board treasurer will review board expenditures and report to the board at each meeting. The treasurer will be responsible for monitoring the budget and bring concerns to the board as necessary. The treasurer's report will be approved at each meeting.

The board treasurer will work in the *ad hoc* budget team consisting of the board chair, vice-chair, and board staff to create a draft budget request. The treasurer will work with the WDE budget team to place the budget request in the overall WDE budget request.

The treasurer will represent the board's budget request before the Joint Appropriations Committee (or ask the chair, vice-chair, or board staff to attend).