

LPCO State Board Treasurer Position Description

Overview

The Treasurer is one of the four Officers of the LPCO and also serves as a Director on the State Board. The Treasurer shall be responsible for maintaining accurate records of all income and expenses associated with the operation of the Party.

Key Responsibilities

Record-Keeping & Legal Duties

- Maintain an efficient double-entry system of accounts and cooperate with the Audit Committee in ensuring financial integrity.
- Prepare a summary of contributions and expense for each monthly Board meeting.
- Balance every contribution and expenditure received against the financial institution statements and TRACER.
- Prepare budgets for the other Directors or assist them in preparing their own budgets.
- Attend LPCO Board meetings and participate in discussions and decision-making. Board meetings are currently held during the evening on the second Monday of each month.
- Prepare a monthly board report that:
 - includes a calendar of the Secretary of State TRACER report due dates for the previous month and next 3 months.
 - Shows the contributions and expenditures sent to the Secretary of State using TRACER in a timely manner per the noted reporting due date.
 - provides documentation showing that the TRACER report was filed on time

Qualifications

- Must be a sustaining member of the LPCO. To be a sustaining member you must be registered as a Libertarian in Colorado and either be a lifetime member of the National Party or have paid annual dues of \$25.00 to the Libertarian Party of Colorado.
- Agree to sign the Statement of Principles of the National Libertarian Party and a statement disavowing the initiation of force to achieve political or social goals.
- Commitment to the principles and mission of the Libertarian Party.
- Strong financial record-keeping skills. Prior accounting, financial or bookkeeping experience is preferred.

Term & Election

- The Treasurer position is a 2-year term and is elected at the LPCO State Convention in even-numbered years.
- The Treasurer may be re-elected for consecutive terms.

Impact

The Treasurer ensures the Party has accurate financial records and that financial reports are submitted prior to deadlines. Maintaining good financial records is necessary for any great organization.