

# **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.