**Governance-in-a-Box Guide**

**Council/Conference Treasurer**

The primary responsibility of the Council/Conference Treasurer is the care and custody of Council/Conference funds, i.e. the keeping of accurate and appropriate records of all receipts and expenditures. The Council/Conference Treasurer is an “officer” of the Council/Conference and may be a voting member of its Board of Directors. The Council/Conference Treasurer should have a full understanding of financial statements, how they are prepared and when correctly prepared and properly interpreted, they contribute to an understanding of the current financial condition, problems, and possibilities of a Council/Conference.

**The Rule and Manual:** Every Council/Conference Treasurer is expected to read The Rule (Parts 1 and 3) and the Manual and have a working knowledge of each. Part 2 of The Rule specifically addresses the operations of the Council General International.

**Bylaws:** A Council/Conference Treasurer should also have a working knowledge of the bylaws that pertain to its respective Council or Conference.

**SVdP-Specific Governance Materials:** Although not included in the documents in Governance-in-a-Box, the “Conference Treasurer’s Handbook and Journal” is included in the documents section of the “Councils/Conference, Secretary’s/Treasurer’s Information. This handbook and journal was written especially for Council/Conference treasurers.

**Resolutions:** Although resolutions are specific in nature, Council/Conference Treasurers should be familiar with those applicable to their respective needs.

**Group Tax-Exemption:** Council/Conference Treasurers need to be aware of tax laws as they pertain to non-for-profit organizations. Because of the changing role of the IRS, Council/Conference Treasures must be up to date on the changing rules and regulations for Councils and Conferences.

**Standards of Excellence:** The documents in this category, primarily for the leadership body of a Council/Conference, establish expectations for this group as they lead the Council/Conference into the future.

**Coaching, Mentoring, Training:** The Vincentian Pathway Toolbox was organized as a teaching tool to help the various leadership positions within the Society. There is one in particular entitled Toolbox: E-Treasurer and Board Members that should be helpful to a Council/Conference Treasurer.

**Succession Planning:** This category is representative of key documents that can be used to encourage members to take leadership roles in the Society.

**Additional Resources:** This category includes various documents for the Council/Conference Treasurer such as “Best Practices: Governance” and an “Executive Summary-Sarbanes Oxley Act” which are related to internal controls for financial statement reporting.

**Governance Journals:** This is a grouping of “Governance Journals” that have been published between 2009-2013. These relate to governance topics for the Society and are well suited for the leadership role of a Council and/or Conference.

**Relationship with the Church:** This category includes only one document at the present time entitled “Canon Law” which relate specifically to the Society.

**National Group Insurance:** In order to protect a Council and/or a Conference, it is important that Councils/Conferences have professional liability insurance to protect its directors and officers and other volunteers. Insurance may be purchased through the National Administrative Services division or through some other insurance company. It is important that you have such coverage to protect your Council and/or Conference.