

## **Council of Science Editors (CSE) Board Member – Treasurer**

**Position Title: Treasurer, Council of Science Editors**

**Term: Two years**

**Ex Officio Roles: Chair of the Finance Committee, Member of the Executive Committee**

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### **Position Overview**

The **Treasurer** of the Council of Science Editors (CSE) serves as the principal financial officer of the organization and a member of the Executive Committee. This role provides fiscal leadership, oversight, and guidance to ensure the financial health and integrity of CSE. In addition to the responsibilities of a Board Member at Large, the Treasurer collaborates with the Executive Director, Finance Committee, and Board to develop budgets, monitor revenue and expenses, and ensure compliance with legal and ethical financial practices.

The Treasurer plays a key role in stewarding the organization's financial sustainability, supporting strategic initiatives, and fostering transparency in all financial matters.

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### **Key Responsibilities**

#### **Financial Oversight**

- Monitor and report on the organization's financial health, including review of revenue, expenses, assets, and liabilities
- Ensure financial transparency and ethical stewardship of CSE's assets
- Provide a comprehensive financial report annually to the full Board and members
- Submit or review financial documents in advance of meetings, prepared to explain and interpret them for other Board members
- Collaborate regularly with the Executive Director and Board officers on financial matters and strategic priorities

#### **Budget and Planning**

- Collaborate with the Executive Director, Finance Committee, and Board of Directors leadership to draft the annual budget, with input from Committee leadership
- Present the draft budget to the Board of Directors for review, revision, and approval
- Ensure budgets align with strategic goals and are monitored throughout the fiscal year
- Collaborate with the Executive Director in the preparation, review, and distribution of quarterly financial statements, including balance sheets, income statements, and cash flow reports

### **Governance and Policy Development**

- Leads the development and periodic review of CSE's fiscal policies and internal financial controls
- Oversees financial agreements, large monetary distributions, and transactions requiring Board approval
- Ensures timely and accurate filing of required financial documents, including IRS Form 990 and any applicable state filings, in collaboration with staff and outside accountants or auditors

### **Banking and Fiscal Operations**

- Collaborate with the Executive Director on oversight of major expenditures, reserves, and investments
- Advise on financial tools, vendors, and systems to support the organization's operational efficiency

### **Committee Leadership and Revenue Development**

- Serve as Chair of the CSE Finance Committee, providing leadership and coordination for financial planning and policy development
  - Participate in fundraising and revenue-generating activities, including donor cultivation, sponsorship oversight, and resource development planning
  - Collaborate with Committee Chairs as needed for financial reporting and to encourage fiscal responsibility.
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## **General Expectations**

- Attend and actively engage in all Board and Finance Committee meetings
  - Stay informed on organizational matters between meetings and respond to communications in a timely manner
  - Prepare for and contribute to thoughtful discussion and decision-making
  - Represent the interests of CSE's diverse membership and uphold the organization's mission and values
  - Serve as a mentor or connector to help engage new members, potential leaders, and professional networks
  - Adhere to CSE Code of Conduct
  - Maintain open and timely communication with the Treasurer, Executive Director, and other Board officers
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## **Ideal Qualifications**

- Experience in nonprofit fiscal management, budgeting, or accounting is required
  - Familiarity with IRS Form 990 and best practices in nonprofit financial reporting is preferred
  - Strong understanding of financial reporting and fiscal oversight
  - Previous involvement with CSE (e.g., Board, committee, or volunteer leadership) is required
  - Strong analytical, communication, and organizational skills
  - A commitment to the mission and values of the Council of Science Editors
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## **Term of Office**

- Serves a two-year term, renewable in accordance with CSE bylaws, preceded by a two-year term as Treasurer-Elect.
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The Treasurer plays a critical role in supporting CSE's mission by maintaining financial accountability, enabling strategic growth, and ensuring long-term sustainability. This leadership role is essential to responsible governance and the organization's continued success.