

**House of Laity  
Treasurer, Job Description**

**Title:** Treasurer

**Term:** 1 year (or 2 years)

**Responsible to:** HOL

**Primary Responsibilities:** (in addition to Responsibilities and Duties of Board Member)

1. Represent HOL on the ECC Leadership Council (if the determination is to have 3 representatives to the Council).
2. Chairs the Finance Committee. Ensures that the Finance Committee adheres to its operating policies and procedures.
3. Receives the annual budget from the Office of the Presiding Bishop, arranges for the development of a draft budget by the Finance Committee, arranges for approval of the budget from the HOL and submits the approved budget to HOP and the Presiding Bishop for affirmation.
4. Works with Administrator to prepare monthly financial statements for the ECC and arrange for its publishing
5. Arrange for financial audits as needed.

**Qualifications:**

1. An understanding of the polity of the Ecumenical Catholic Communion, including the interrelationships and varied responsibilities of the HOL, the HOP, the Episcopal Council and the Office of the Presiding Bishop.
2. Ability to analyze and interpret financial statements, budgets and budget projections.
3. Ability to analyze audit reports and assess adequate response to audit recommendations
4. Knowledge of and commitment to the purpose and programs of the Ecumenical Catholic Communion.
5. Knowledge of and skills in financial planning.

6. Ability and desire to commit the required time to fulfill Treasurer duties.