



**Treasurer**

**Responsibilities**

- Regularly attend local program management team meetings
- Work closely with SOPA’s Finance Manager for Local Programs to receive training on SOPA reporting requirements and ongoing management of local program funds.
- Ensure compliance with all SOPA financial management requirements, including submission of monthly reports.
- Maintain established budget control and audit procedures.
- Oversee the administration of the approved program budget.
- Serve as financial advisor to the Program Manager.
- Assist in establishing a local program Finance Committee and serve as Chairperson

**Reporting Requirements:**

- Monthly treasurer’s report to the local program management team.

**Local Program Additional Needs:**