

**Treasurers' Orientation**  
**Team Building/Relationship of the Treasurer to Other**  
**Officers/**  
**The Role and Function of the Treasurer**

**Role of the treasurer:**

More than receiving, safeguarding, and disbursing finances of the organization

Also **communicating** what was received, how it was safeguarded, and how it was disbursed in relationship to the mission of the organization

**Team building – creating an ethical climate based on:**

Integrity  
Excellence  
Fairness

*As groups discuss the following scenarios emphasize:*

*Recognize and respect each other's responsibilities*

*Where responsibilities converge, communicate regularly*

*Take time to get to know, understand and respect each other*

*Protect confidentiality*

*Encourage and support one another*

*Avoid criticism*

*Communicate regularly and often*

*Differences of viewpoints are valuable-express them appropriately*

*Listen carefully and respectfully*

*Review each other's job descriptions*

*Build loyalty to each other*

## **Scenario 1**

The administrative assistant to the Ministerial Director comes to your office asking you to reimburse the director for registration for 12 pastors to attend a national ministerial program. He needs the reimbursement immediately, since he put the \$1,400 ( $1,400 \times 12 = 16,800$ ) charge for each pastor on his own credit card since the Early Bird registration ended yesterday. You ask her what budget line that is to come from, since you aren't aware that this program was included in the budget. She doesn't know—so you walk across the hall to talk to the ministerial director. He tells you that he talked with the conference president and the president thought it was a great idea so he has gone ahead and registered the 12 pastors who want to participate. The ministerial director reports that the president said we'd come up with the money from somewhere.

What do you say to the Ministerial Director?

How to you approach the President?

How do you avoid a situation like this?

## **Scenario 2**

The conference Secretary (Administrative VP) returns from a Sabbath speaking appointment. The church was one he previously pastored. He and his wife enjoyed meeting again with their many friends in the congregation. His wife had been very involved with the church music there. Some members brought an appeal for the conference to assist with the purchase of a new piano, befitting the church. They asked the conference to give \$8,000 since the church was still trying to

pay off their addition and other remodeling and couldn't afford a good piano besides. So the Secretary comes to ADCOM requesting this special appropriation for the church.

What are the problems?

How do you avoid a situation like this?

How do you build team in this situation?

### **Scenario 3**

A donor has promised \$1,000,000 to start a \$3,500,000 building project at your summer camp. The conference president thinks he has someone else who might give another \$500,000 so he wants to start immediately on this building project. There is no doubt this project is needed. The president believes that once the constituency sees this step of faith in starting the building that the funds will pour in. You believe in the project, but when it is discussed long and hard in ADCOM you still firmly believe that the funds should be raised before the building begins, since the conference doesn't have reserves to rely on. The president believes just as firmly that the building should begin immediately. Executive Committee is this week, and it is the major item on the agenda.

Is it OK to inform the governing committee that the office team has varied viewpoints or should you go to the committee with one opinion?

How can various viewpoints be given to governing committee in an appropriate way?

## Scenario 4

Sunday was Executive Committee. Monday you attack the pile of bills and memos that stacked up in the last week while you were concentrating on getting the reports and statements ready for Executive Committee. As you are about ready to leave your office at 6:30 you find an email of the minutes of the Executive Committee sent by the administrative assistant to conference Secretary. If glancing through the minutes you note a couple typos in the financial section of the minutes and note one action reads, "Voted: To send a special appropriation." Yes, this was voted. But the minutes don't say to whom it will be sent, how much is to be sent, or for what purpose. Since the only employees still in the building are in treasury, you remind yourself to make some suggestions to the administrative assistant tomorrow after you return from an 8:00 – 12:00 committee. When you stop by to talk about it early in the afternoon, the administrative assistance says, "Oh, those minutes already have been sent out to the committee—it's too late to make changes."

Are you overstepping officer boundaries to address this issue?

How can this situation be handled to avoid appearing critical?

How can this situation be avoided?

## **Scenario 5**

The conference executive committee elected you as the treasurer about two months after the former treasurer left. Additional weeks passed while you considered the position, gave notice to your former employer and tied things up, and then were able to begin your work as the new conference treasurer. In the meantime, although the treasury staff kept payroll, receipting, and some disbursements going, many things piled up. When you arrived you immediately tried to start pulling things together, but with all the mandatory meetings, getting on top of things was taking a lot longer than you expected. It was time to be preparing the budget, but there were no complete financial statements for the last five months.

You know that you are capable of handling the job, but you don't see how you can get the financial statements current and prepare the budget before the next executive committee.

How do you present your situation to the administrative team to get the temporary help you need without them thinking they elected the wrong person? What plan can you suggest that creates team among the officers rather than blame?

## **Scenario 6**

You are the new officer. The president's and secretary's offices are at one side of the building and yours is at the opposite side. You soon feel that it is more than distance that separates you.

What can you do as the new one on the team to help build teamwork within the officer group?

