



Board Treasurer

Position Description

The Treasurer is accountable to all Council stakeholders to manage the finances of the organization. The Treasurer will manage and report on the organization's finances. The Treasurer is a member of the Executive Committee, and chairs the Finance Committee.

Specific Responsibilities:

- **Leadership** – Carry out the responsibilities as a member of the Board of Directors, Chair of the Finance committee, and serve as a member of the Executive Committee.
- **Financial transaction oversight** – Be knowledgeable about any outstanding bills or debts owed, as well as maintaining systems for cash flow management. Execute financial transactions, including bill payment, bank deposits and reconciliation.
- **Budgets** – Develop the annual budget as well as comparing the actual revenues and expenses incurred against the budget. Monitors ongoing expenditures and report on status compared with budget.
- **Financial Policies** – Oversee the development and observation of the organization's financial policies.
- **Reports** – Keep the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.
- **Legal requirements** – Oversee all activities associated with maintaining non-profit status including state and federal requirements and filings, tax filings and audit.

Approximate Hours per Month: 25

Qualifications

This is an extraordinary opportunity for an individual with direct experience with managing the finance structure and activities within an organization (AP/AR, credit/collections, balance sheet, income statement, etc.), who is passionate about the success of WWCMA and who has a track record of leadership. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following additional qualifications:

- Extensive professional experience with leadership experience in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or volunteer
- A commitment to and understanding of WWCMA's beneficiaries and mission, preferably based on experience

Board terms

WWCMA's Board Treasurer will serve a two-year term and will be eligible for re-appointment for two additional two-year terms in the same position. Board meetings are held semi-monthly, alternating between in-person meetings and conference calls. Executive committee meetings are held on monthly basis.

Service on WWCMA's board of directors is without remuneration. Direct expenses incurred in relation to board members' duties may be reimbursed according to the expense reimbursement policy.