



### **Board of Directors Treasurer Job Description**

Volunteers are the backbone of our organization. Without you, we would not be able to assist so many families in their journeys toward regaining a place to call home. As we continue growing to meet the needs in our community, we have an important opportunity available to join our amazing team: serving as Treasurer of Family Promise of Tualatin Valley's Board of Directors.

The Treasurer is integral in providing oversight of internal controls and procedures of our finances. The time commitment is between 2-4 hours a week. The Treasurer is an officer of the Executive Committee as well as a Chair of the Finance Committee.

Our current Treasurer's term is ending and he will be moving to another position on the Board. He and Board of Directors are happy to answer any questions about this role. Thank you for your time and consideration. We hope to welcome you to our team soon!

#### **Job Description**

1. Serves on the Executive Committee and Finance Committee (*see Board and Committee Expectations below.*)
2. Understands financial accounting for nonprofit organizations.
3. Assists in the preparation of the annual budget and budget forecasts.
4. Reviews and advises in the development of financial policies.
5. Reviews financial documents and provides regular financial reports to the Board.
6. Works with the Executive Director and Director of Operations and Finance and bookkeeper to obtain information needed to ensure that appropriate financial reports are made available to the Board for approval.
7. If necessary, participates in preparation and distribution of financial audits by a certified public accountant and presents the annual audit to Board Members.
8. Consults with Executive Director and Director of Operations and Finance with financial analysis of various strategic and tactical decisions for the organization (i.e. static sites, possible mergers, adding headcount, and large purchases).
9. Interfaces with CPA on all IRS and tax matters, including preparation of annual filings of Form 990 and CT-12 by due dates.
10. Acts as authorized signer on bank accounts.

### **Board Member Expectations**

1. Makes every effort to attend regular attends board meetings but at a minimum does not miss more than two meetings per year.
2. Commits to participating actively in Family Promise Committee work by serving on at least one Board subcommittee and works proactively with Board members and staff toward the achievement of our goals.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and promptly.
4. Becomes acquainted with other Board and Committee members and builds a collegial working relationship that contributes to consensus.
5. Is an active participant in the Board's annual evaluation and planning efforts.
6. Participates in fundraising for the organization, including a personal contribution to FPTV that is significant and meaningful to the member. Additionally, member will help identify people in their community who have the interest in learning more about FPTV with the capacity to become donors.
7. Member will read and become familiar with FPTV's bylaws and act and make decisions that are in the best interests of the organization and in accordance with its bylaws.
8. In order to stay informed about the organization, member will read and review financial statements, meeting agendas, and supplemental materials in advance of Board meetings, attend trainings and ask questions and request additional information as needed.
9. After a vote has been taken, member will support the action taken, even if they did not vote in favor of the action taken by the majority of the Board.
10. If availability changes during the term and member is no longer able to meet these commitments, they will step down from the Board to allow for rotation of leadership and give others the opportunity to serve on the FPTV Board. If member does need to step down, they agree to provide at least 30 days notice if possible.

### **Committee Chair Expectations**

1. Leads the Committee work and sets the tone for the Committee.
2. Ensures that members have the information needed to do their jobs.
3. Oversees the logistics of Committee's operations.
4. Reports to the Board's President and to the full Board on Committee's decisions and recommendations.
5. Works closely with the Executive Director and other staff as agreed by the Executive Director.
6. Assigns work to the Committee Members, sets the agenda and governs the meetings, and ensures distribution of meeting minutes.

7. Creates a year-end summary of Committee work completed with recommendations for goals for the following year.

This sounds like an important job because it is! Thank you in advance for considering this opportunity and for being part of the Family Promise of Tualatin Valley community.