

Boojum Institute - Board Position Profile - Treasurer/Finance Committee Chair

This document describes the position duties and opportunities for the Board Treasurer and Finance Committee Chair.

Current goals of the board

The *Boojum Institute* Board of Directors is responsible for establishing direction for the Institute, and setting overall policy and strategy objectives. The board also reviews the Executive Director's plans for achieving Boojum Institute's mission, oversees and gives final approval to the annual budget, evaluates the organization's progress toward strategic goals, ensures sufficient resources are available, and works to enhance the Institute's public standing.

Overall goal of the Treasurer/Finance Committee Chair

Directs the board financial planning, budgeting and financial matters, and directs and leads the Finance Committee. Participates in setting the Institute's strategic direction and provides leadership to ensure the Institute achieves its goals and objectives supporting the accomplishment of the strategy. Serves as an active board member.

Key roles and responsibilities

- ▶ Participates on the Board to determine or re-evaluate the agency's mission and purpose
- ▶ Participates in strategic planning
- ▶ Develops the long-term financial strategy and annual budget plan ensuring financial soundness and resource planning
- ▶ Directs annual budget process including, in concert with the Fundraising Chair, the development and implementation of the annual fundraising plan
- ▶ Directs on-going and regular budget review and works with/supports Boojum's financial staff
- ▶ Coordinates and reviews annual financial audit; presents results to the Executive Committee
- ▶ Monitors and accounts for financial activities and results – accounts for income and expense
- ▶ Leads the Finance Committee, sets meeting schedule and agenda, ensures accurate recording of the Committee's meeting discussions and decisions, and ensures implementation of finance related plans and decisions
- ▶ Works with CPA on tax preparation and audits as necessary
- ▶ Supports and cultivates on-going relationships with potential donors and sponsors
- ▶ In partnership with the Board President and Fundraising Committee Chair creates fundraising objectives to support the Annual Budget
- ▶ Directs and supports staff finance/accounting activities
- ▶ Ensures adequate organizational resources are available
- ▶ Determines, monitors, evaluates, and strengthens the Institute's programs and services
- ▶ Enhances the image and public standing of Boojum Institute by conducting ongoing outreach to the community
- ▶ Ensures legal and ethical integrity and maintain accountability to the organization's stakeholders
- ▶ Supports the recruitment, evaluation, and election of new board members as needed

Skills, abilities, and experience needed to succeed as the Board Treasurer/Finance Committee Chair

Personal

- ▶ Can make required time commitment
- ▶ Willing and able to solicit and fundraise on Client's behalf, may include making a personal contribution
- ▶ Demonstrated excellent planning and organization skills
- ▶ Honesty and integrity
- ▶ Visionary: future orientation
- ▶ Ability to effectively communicate both verbal and written; platform presentation skills;
- ▶ Open-minded and articulate
- ▶ Excellent influencing skills
- ▶ Good team-builder and team member
- ▶ Self-confident
- ▶ Respected and respectful

Professional

- ▶ Expert on finance and accounting; minimum of 10 years professional or volunteer finance and accounting experience
- ▶ Budget management experience at \$5M annual level
- ▶ Bachelors degree in Accounting, CPA strongly preferred
- ▶ Fundraising experience at a level of \$500K annually with multi-faceted fundraising campaigns including grant writing, corporate and private giving campaigns, foundations and major event coordination
- ▶ Demonstrated hands-on project management skills with large scale projects
- ▶ Excellent analytical skills
- ▶ Demonstrated effectiveness in meetings and task forces; seen as a leader
- ▶ Leadership experience in another non-profit organization, board and/or staff
- ▶ Solid professional reputation
- ▶ Potentially able to donate/assign time and staff resources through other organizations or companies
- ▶ Technically proficient in Microsoft Word, Excel, Outlook, PowerPoint, LinkedIn, etc.

Estimated time commitment and meeting format

- ▶ Attendance at quarterly in-person board meetings
- ▶ Participation in monthly Executive Committee teleconferences
- ▶ Participation in other meetings as required
- ▶ Estimated time commitment: 10 hours monthly
- ▶ Busiest time-period: work is consistent throughout the year though fundraising events may create additional activity

Selection process

- ▶ Selection by the sitting Board Selection Committee

Volunteer benefits

- ▶ High-profile position with a prominent nonprofit

Term limit

- ▶ 3 year term