



WellShare International

Position: Board Treasurer

Term: One year (renewable)

Reports To: President, Board of Directors

Role: The Board Treasurer serves as the financial board officer of the organization and as chairperson of the finance committee. He/she is the principal liaison between the Board President and the Executive Director in financial matters, ensuring effective action and support in financial management of the organization.

Specific Responsibilities Include:

- Oversee the Board of Directors' review of and all actions related to the board's financial responsibilities.
- Convene and preside over quarterly meetings of WellShare International's Finance Committee and call special meetings as needed.
- Assist in recruiting volunteers for the Finance Committees, orient new members, coordinate any individual committee member assignments and support effective committee functioning.
- Work with Executive Director to create agendas for all Finance Committee meetings including preparation of pre-meeting materials ensuring timely and appropriate financial reports are made available to the Board and Committee members.
- Demonstrate current understanding of nonprofit organization accounting practices.
- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Work collaboratively with WellShare Executive Director and Finance Controller or staff designee to oversee financial analysis and reporting.
- Work with the Executive Director and the Finance staff in preparation of the organization budget, reviewing and presenting the budget to the Board for approval (or delegates this duty to the Finance Controller or staff designee).
- Work with the Board President, Executive Director, and Finance staff to create a board audit committee that recommends an independent auditor and that reviews the audit.
- Review the annual audit and answers Board members' questions about the audit.