



BOARD OF DIRECTORS OPEN POSITION

Treasurer

Posted: June 8, 2018
Position: Treasurer
Position Type: Board (unpaid)

Primary Domain: Finance/Budgets
Responsible to: President

MISSION OF SBYPC

It is the mission of SBYPC to foster personal and business relationships, increase philanthropic awareness, and promote business literacy amongst our members to ensure that our community continues to thrive.

POSITION DETAILS

SBYPC is recruiting a Treasurer who is committed to our mission to serve on our Board of Directors for a two-year term. Serving on the SBYPC's Board of Directors is an opportunity for individuals who are passionate about building the capacity of an established nonprofit to empower the next generation of leaders in Santa Barbara.

The Board of Directors is comprised of leaders dedicated to SBYPC's vision, who act as our advocates and ambassadors, and are fully engaged in identifying and securing the resources and partnerships necessary for the organization to scale its impact in the coming years. They make personal contributions of time, connections and expertise.

As chief financial officer of SBYPC, the Treasurer is charged with overseeing the management of SBYPC's financial affairs and setting policies and procedures with the SBYPC President. The Treasurer ensures financial transparency, accountability and strong internal controls across the organization, working with the SBYPC President to monitor cash flow, review monthly accounts and maintain petty cash for events.

The Treasurer works with the Board leadership to develop the annual budget and provide guidance and oversight in conveying budget information to the Board, in addition to ensuring budget priorities and decisions reflect the intentions and objectives of the Board. In regularly monitoring and comparing the annual revenues and expenses incurred against the annual budget, the Treasurer approves all event and special program budgets and payments, holds a checkbook and debit card and reimburses Board and SBYPC based expenses as needed.

The Treasurer acts as point of contact for the IRS and other related state agencies, and is generally responsible for preparing and completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the Board's review. The Treasurer is also tasked with having SBYPC's financials audited whenever required or advisable.

The Treasurer keeps the Board apprised of key financial events, trends, concerns and assessments of SBYPC's fiscal health and translates the fiscal information and financial concepts for the Board, presenting a comprehensive financial report at monthly Board meetings and addressing any Board inquires related thereto.

APPROXIMATE HOURS PER MONTH: *5-9 hours per month*

- 1-2 hours/month on monthly financial report preparation and distribution;
- 0-3 hours/month for financial management, meetings, planning, documentation, research. Can be more during peak times such as prior to special events like the Summer Soirée or Holiday Gala Benefit;
- 2 hours/month to attend and take minutes during Board of Directors meetings;
- 2 hours/month to attend Business Casual Mixers.

BOARD MEMBER RESPONSIBILITIES

- Attend monthly Board meetings and monthly Business Casual Mixers (usually held on the second Wednesday of each month);
- Work with other Board members to provide strategic oversight and guidance to the organization and utilize talents to support and grow SBYPC's vision;
- Act as an Ambassador for SBYPC to members, partners, sponsors and other stakeholders and represent the organization at SBYPC events;
- Assist the SBYPC President with recruitment of additional Board members and advisors to strengthen and grow the organization;
- Inform others about SBYPC and actively reach out to personal contacts and networks;
- Learn SBYPC's articles of incorporation, bylaws, and policies for effective oversight and fulfillment of fiduciary responsibilities;
- Make an annual Give-Get commitment that is personally significant, (suggested commitment at least \$250 and typically goes toward the American Heart Association's Heart Walk in the summer, or the SBYPC Holiday Gala Benefit held each December).

BOARD TERMS

SBYPC's Treasurer will serve an interim term through December 31, 2018 and be eligible for re-appointment in additional two-year terms. Board meetings will be held monthly, on the last Wednesday of the month. Service on SBYPC's Board of Directors is without remuneration.

QUALIFICATIONS

- Commitment to the core values, purpose, and vision of SBYPC and a demonstrated passion for bettering our Santa Barbara Community;
- Detail-oriented with excellent interpersonal, communication (oral and written) and organizational skills;
- Strong background in financial accounting and taxes – nonprofit finance and accounting experience highly preferred;
- Experience serving on a nonprofit board and strong understanding of fiduciary responsibilities;
- Flexible, adaptive work style and aptitude to thrive in an entrepreneurial environment;

HOW TO APPLY

Interested candidates may apply online, or send a cover letter and resume to board@sbypc.org, including "Treasurer Board Position" in the subject line. We are actively recruiting for this position and encourage you to apply immediately. We will be accepting applications on a rolling basis.