



Board of Directors Treasurer Job Description

Mission

The mission of Communities In Schools of Madison County is to surround students with a community of support, empowering them to stay in school and achieve in life.

Position

As a partner to the Executive Director and other board members, the Treasurer will provide fiscal oversight to Communities In Schools of Madison County (CISMC). The Treasurer will support and sustain the work of CISMC, and provide fiscal governance. Along with the requirements of being a member of the Board of Directors, the Treasurer's specific responsibilities include:

Leadership, governance, and oversight

- Being a trusted advisor to the Executive Director as she/he develops and implements CISMC's annual budget plan
- Participating in an annual performance evaluation of the Executive Director and serving as a member of the Executive committee
- Assisting the Executive Director in reporting to the Board about monthly budget monitoring and bank statement reconciliations
- Assisting the Executive Director in completing Federal, State, and local tax returns
- Assisting the Executive Director in completing the independent annual financial review or audit
- Provide guidance to the Board of Directors concerning all fiscal matters
- **Board terms**
- CISMC's Board Treasurer (and board members) will serve a three-year term and be eligible for re-appointment for additional terms. Board meetings will be held monthly, excluding July and committee meetings will be held in coordination with full board meetings.
- **Qualifications**
- This is an extraordinary opportunity for an individual who is passionate about the success of CISMC's beneficiaries and who has a track record of board leadership. The selected Board Chair will have achieved leadership stature in business, government, community leadership, or the nonprofit sector. His/her accomplishments

will allow him/her to attract other well-qualified, high-performing board members. Ideal candidates will have the following qualifications:

- professional fiscal experience with significant executive leadership accomplishments in business, government, community leadership, or the nonprofit sector
- A commitment to and understanding of CISMIC's beneficiaries and mission preferably based on experience
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving the lives of CISMIC's beneficiaries

Service as CISMIC's Board Treasurer is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.