



NextNW Board Job Description: Treasurer

Commitment: 10-12 hours per month

Reports To: NextNW President

Role Overview

The Treasurer serves on the Executive Committee and leads the organization's financial and legal duties. These include setting annual budgets, reporting on financial performance, and holding specific Board Chairs responsible for achieving financial goals. Legal responsibilities include tax compliance, insurance, and maintaining organizational governing documents. As part of the Executive Committee, the Treasurer helps set strategic plans that align with **NextNW's mission** to advance the business impact of creative thinkers in the Great Northwest and share the brilliant work of our members with the world.

Key Responsibilities

Financial Leadership

- Lead the exercise of establishing an annual operating budget and revenue goals
- Manage banking relationships
- Report on financial performance monthly to the Board
- Functional accounting duties such as:
 - Accounts payable
 - Bank reconciliations
 - Invoicing key sponsors
 - Monitor/manage Stripe activity

Legal

- Ensure organizational documents are up to date
- Annual tax filings
- Federal & State compliance
- Maintain adequate insurance programs

Executive Leadership

- With the Executive Committee, manage the Executive Director (ED) and establish performance metrics for the role
- Set annual goals for various programs
- Inform ongoing managerial decisions

Goals for 2025

- Build a sustainable annual budget & keep the Board on track to deliver on budget, using these tactics:
 - Lay out '25 budget that addresses and brings the organization to a debt-free status by the end of the year
 - Audit & optimize operating efficiencies, with a goal of 10% reduction in overhead
 - Give events team revenue goals, and expense efficiency goals & hold them accountable to performance against goals
- No expenses are committed to by any board member and Exec Director without first discussing with the Treasurer
- Build a mutually beneficial ED compensation plan (Org & ED)