

Pollinator Pathway Bend Board & Treasurer Duties

All Board Members:

- Know our vision, mission, policies, programs, and needs.
- Prepare for and actively participate in board meetings.
- Miss no more than two monthly board meetings annually, unless otherwise approved.
- Participate in at least one committee or taskforce. Accept and follow up on board responsibilities at and between meetings.
- Read and understand financial statements and board materials in advance of meetings.
- Help secure the financial resources and partnerships necessary to advance our mission.
- Be responsive. Communicate effectively with the President, fellow board and committee members, and the rest of the organization.
- Be an active advocate and ambassador for the organization.
- Ideally bring life experience and skills that complement the organization's pool of knowledge (e.g. management, communications, native plants, horticulture, landscaping, volunteer development, finance, or other relevant skills).

Treasurer (Executive Officer):

Prompt, accurate, detail-oriented. Financially responsible. Working understanding of Quickbooks accounting software, or ability to learn. Comfortable with spreadsheets and tax forms.

Duties:

- Oversee the Budget process
- Promptly deposit and disburse funds as required by the board.
- Accurately maintain the financial books and make reports to the board.
- Manage the organization's e-payment channel.
- File state and federal financial reports accurately and on time.
- Monitor the organization's physical mailing address for statements and other correspondence.
- Open the financial books to any director on request.
- With the President, be a responsible co-signatory on the organization's financial accounts.