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anybody can be  
somebody's HERO.  
VOLUNTEER.

## **BOARD OPENING (VOLUNTEER): Board Treasurer**

*Read on to learn more about this opportunity to join our Activate Good Board of Directors family.*

### **ABOUT Activate Good**

Activate Good is a 501c3 tax-exempt charity based founded in 2005. Our mission is to activate volunteers to help charitable causes in our local community! We do this by:

- Connecting individuals, groups, and companies to volunteer needs with partnering nonprofits throughout the greater Triangle area, NC.
- Empowering the next generation of young volunteers and community leaders through our Activate Schools initiative.

Learn more about us at [www.activategood.org](http://www.activategood.org)!

Activate Good is gaining momentum and is at an exciting crossroads as we dive into our strategic vision for 2016-2018. Following a multitude of successes throughout 2013-2015, our challenge now is to sustain and solidify our financial position to meet growing needs and programs. It's an exciting time to be a part of our growing organization.

We're looking for a Board Treasurer to join our Board of Directors. The ideal candidate for this board position would be someone who has professional experience with accounting or book-keeping for an organization, who has a vision or is excited to help our organization grow, and who is willing to serve as a vital and dedicated member of the organization. We're an active, hands-on board of directors with a passion for our cause and a strong interest in "doing good" even better. As Board Treasurer, your service will be absolutely vital in ensuring that the organization grows responsibly, uses resources wisely, and maintains the public's trust.

### **What We Ask Of You**

**Love what we do:** All Activate Good board members must have a dedication to the cause of promoting volunteerism and engaging others in good works in the Triangle area, NC.

**Be hands on:** The Board Treasurer will serve on the executive committee with the Chairman, Board Secretary and Executive Director and will be asked to attend monthly meetings of the executive committee and any interim meetings that may be necessary. The Board Treasurer will be expected to participate in regular board meetings and strategic discussions, which may also include participating in the occasional Activate Good volunteer or fundraising event.

**Be personable:** Every Activate Good board member exemplifies our personable, energetic brand. This may at times include working with others to achieve the objectives of your board position and representing our organization to people you meet in public.

**Be responsible:** Carry out the general fiduciary responsibilities of a member of the Board of Directors, be an accountable, responsible steward of the monies generously donated by our community that keep us running, and help guide the rest of the board in doing the same. Delegate necessary tasks or duties to other board members and confirm their completion by a set deadline in situations where you are unable to carry through a certain task or duty.



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### **The Basics: The Board Treasurer is expected to...**

- Attend all board meetings, either in person or by phone.
- Establish reasonable internal controls that are appropriate for the size and activity of the organization.
- Receive and reconcile the bank statements of the organization on a monthly basis.
- Manage the tax filings for the organization, including the Form 990 for the organization and any necessary 1099-MISCs.
- Assist Activate Good staff in obtaining necessary permits and licenses related to fundraising, such as the annual Charitable Solicitation License.
- Assist Activate Good staff in developing a system for recognizing contributions.
- Assist the Executive Director in developing the annual budget.
- Prepare timely financial reports for the board, including quarterly and annual budget updates.
- Fulfill other duties expected of all Activate Good board members, including providing input on policies and on short and long-term strategies, contributing to organization fundraising efforts, and consulting other board members on the development of policies, strategies, and action plans.

### **Experience and Background:**

- Training or experience in accounting or book-keeping for an organization. Licensed CPA desired, but not required.
- No past criminal charges for an integrity-related offense (such as fraud, forgery, bribery, etc.)
- Experience as a volunteer with any charitable cause is required. As an organization that promotes volunteerism, we believe that our leaders must understand the volunteer experience.

## **Join Us**

If this rewarding volunteer and leadership opportunity sounds like your cup of tea, **we'd love to hear from you! Email us at [info@activategood.org](mailto:info@activategood.org)** with your resume and a brief statement regarding your interest, including how you heard about us.