



Opening for Volunteer Treasurer of the Board

Audubon Chapter of Minneapolis is a volunteer-based, 501(c)3 organization whose mission is to be a local leader in effective bird conservation, to engage community members in bird-related activities, and to support programs that align with this mission.

The Board of Directors seeks a Treasurer for a one-year officer term (Treasurer role) and a three-year board term with the opportunity to renew. This is an excellent opportunity to get involved in board governance, nonprofit management, and bird conservation outreach, education, and advocacy. The Treasurer works closely with the Chair, Vice Chair, Secretary and Board on a variety of tasks, projects, and initiatives, including developing organizational policies, strategizing ways to meet goals, and developing new partnerships. We are seeking candidates who can contribute to the Board's diversity of ideas, backgrounds, perspectives, experience, and expertise.

Board of Director duties are as follows:

- Participate in monthly board meetings (held the fourth Monday of the month)
- Read board materials in advance of board meetings and to come prepared to ask questions and participate in discussions.
- Serve on one or more committees of the board and to actively participate in committee work (The Treasurer may be exempt from this requirement).

Treasurer job duties (approximately 5 hours per week):

- oversee maintenance of accurate financial records for ACM using QuickBooks;
- ensure appropriate deposit of all monies, drafts, and checks in the name of and to the credit of ACM in such banks and depositories as the Board of Directors shall designate from time to time;
- supervise the disbursement of ACM funds and issuance of checks and drafts in the name of ACM as ordered by the Board;
- render to the Chair and the Board of Directors, monthly or whenever otherwise requested, an account of all of transactions as Treasurer and of the financial condition of ACM;
- supervise the ACM part time bookkeeper and provide annual recommendation to the Board regarding the performance and renewal of the bookkeeper contract;
- coordinate annual budget planning by the Board and its committees, working with Board officers and committee chairs to develop a comprehensive annual budget for Board adoption;



- manage ACM investments, with authorization from the board; assure completion and submission of annual tax documents both to the MN State Attorney General and to the MN Secretary of State; and
- perform such other duties as may be prescribed by the Board of Directors from time to time.

Interested candidates should contact ACM Chair Marian Weidner (admin@minneolisaudubon.org).