

# Board of Trustees - Treasurer: Jenkintown Library

## Description

Do you have an interest in helping libraries cultivate literacy, community, and social interaction? Would you like to be part of an organization that helps create a sustainable future for Jenkintown Library?

If you answered “yes” to these questions, consider applying to become Treasurer of the Jenkintown Library’s Board of Trustees.

Board members terms shall be for three (3) years or such other period as may be designated by the Jenkintown Library’s Board of Trustees. Board members serve on a volunteer basis.

## Responsibilities

Typical duties of the Board and as Treasurer include:

- Oversee the management of the financial affairs of the Board and the Library, such as reviewing cash flow
- Provide accurate transaction summaries of investments
- Help improve investment return on cash held
- Attending Board meetings on a regular basis
- Public advocate for the organization
- Active involvement in fundraising, public relations, and development initiatives
- Donor gift appreciation outreach
- Attend special events (as required)
- Create strong ties with the Jenkintown community
- Review and approve policy and procedure recommendations for the Board through Board action
- Serve as a spokesperson for the Board and the Library

## Expectations

- Advocacy and Personal Involvement
- Board Meeting Attendance – Monthly meetings are held on the 3<sup>rd</sup> Tuesday of the months of September through June. Meetings are approximately 1,5 hours.
- Committee Participation
- Frequent interaction with officers to communicate the financial affairs
- Review and coordinate financial reports with Bookkeeper, Library Director and Accountant to high standards and integrity
- Develop relationships with other organizations and individuals on behalf of the Board and the Library.
- Recruitment – Identify strong candidates for committee work, community advocacy, or philanthropy.
- Annual Support – Encouraged to make a meaningful personal annual gift, and solicit friends, family, colleagues and neighbors on the library’s behalf.

- Fundraising Events – Participate in fundraising and donor appreciation events by helping with planning and execution, attending, and bringing others.
- Assist with any treasurer role transitions

## **Qualifications**

Please consider applying if you have experience in these areas:

- Accounting (ideally licensed CPA or previously worked for an accounting firm)
- Bookkeeping
- Finance
- Investments
- Non-profit management