

+ BOARD TREASURER



Mission Statement: The mission of the San Francisco Bay Area chapter of NARI (SFBA NARI) is to build an interactive community of general contractors, trade contractors, specialty contractors, designers, suppliers, and affiliated professionals within the remodeling industry.

Board of directors' description: The governing body of San Francisco Bay Area chapter of NARI is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, San Francisco Bay Area Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

The board of directors is responsible for:

1. Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
2. Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
3. Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
4. General understanding of the [chapter's bylaws](#)
5. General understanding of the [chapter's policy manual](#) especially these sections:
 - ☐ Solicitation Policy (page 7)
 - ☐ Working Atmosphere Policy (page 7)
 - ☐ Conflict of Interest (page 10)
 - ☐ Code of Ethics (page 32)
 - ☐ Board of Directors (pages 18-33)
6. Reviewing board reports, committee reports, and/or other proposed action items before the meetings
7. Respond to urgent action items or email board votes within the time requested by the President or Executive Director.
8. Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
9. Adopting an annual budget and providing fiscal oversight.
10. Establishing policies for the effective management of the organization.
11. In partnership with the Executive Director, recruit, orient, and develop new board members.
12. Hiring and evaluating the performance of the executive director.

Benefits from serving on board of directors:

1. Improve team leadership qualities.
2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.

The responsibilities of the Treasurer include:

1. The Treasurer is ultimately responsible for overseeing the keeping of accurate financial records, and for monitoring income and expenses and making recommendations as needed to assure that the organization stays financially healthy.
2. Oversees the bookkeeping and accounting for the chapter working with the Executive Director to make sure bills are paid, income is deposited, etc.
3. Reviews the monthly bank statements and financial reports generated from QuickBooks by the Executive Director, including Profit & Loss and Balance Sheet reports.
4. Helps create annual budget, and makes sure the chapter stays within the budget.
5. Interfaces with the Executive Director on a monthly basis to discuss financial status.
6. Working with the Executive Director interfaces with CPA for the chapter concerning annual tax filings, etc.
7. Work closely with the Executive Director to ensure [GAAP \(Generally Accepted Accounting Principles\)](#) and accurate bookkeeping.
8. Assist the board in setting policies to ensure internal control over financial reporting
9. Make recommendations on current accounts.
10. Reports to the Board each month, in writing, as to financial status of chapter, making recommendations as needed.
11. Will be the main check-signer, which requires giving birth date, driver's license # and SS# to the bank. Will also initiate and oversee semi-annual internal audits.
12. Ensure that this position is organized as is necessary to insure a smooth transition for the successor.

Qualifications for the Treasurer include:

1. **Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date** (e.g. visit local & National websites for information, use of own or SFBA NARI provided planning documents, and ask questions of other board members & Executive Director).
2. Must be able to understand, analyze and explain financial reports, including Profit & Loss, Balance Sheet, Budget, Bank Reconciliations, Tax Returns, etc.
3. Basic knowledge of accounting, spreadsheets (Excel) and QuickBooks (online & desktop) is highly recommended.

Time Demands (approximate):

1. 1.5 hours a month to attend Board meetings; must attend at least 9 Board Meetings per year.
2. 2.5 hours a month to attend Chapter Meeting (must attend at least half of Chapter Meetings per year.
3. All Board members must be members (or employees of members) of the local NARI chapter in good standing.
4. All Board members are required to attend all Strategic Planning Meetings (1 or 2 per year typically in the Spring and Fall).
5. Attend most Chapter events, Remodeling Awards Gala (BARAs), etc.

Financial and Resource Development Expectations:

1. Outreach and encourage registration of members and guests for chapter events.
2. Recruit event sponsors if possible.
3. Identify and assist in the cultivation of new/renewing members.