



Real Queens Fix Each Other's Crowns

Board Title: Board Treasurer

Organization: Real Queens Fix Each Others' Crowns

Real Queens Fix Each Other's Crowns develops programs to inspire women to reclaim their crowns and communities. We center our outreach around creating safe spaces for women and young girls to discuss their mental health openly. In addition, Real Queens aims to close the gender inequality gap. We believe that providing access to community healing, cultivating brave spaces, and providing public education will help young girls and women live life to the fullest as well as create sustainability within communities. We sought to develop programs that inspire women and girls to access mental health support and build their confidence to use it.

We are looking for a **Board Treasurer** for the [Real Queens Fix Each Others' Crowns](#). This **volunteer** role is in charge of overseeing the management and reporting of an organization's finances.

Our ideal candidate will have:

- Develop and enforce strong internal controls and financial management policies
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns
- Regularly assess risks and whether and how such risks should be mitigated
- Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
- Have the organization's financials audited whenever required or advisable

Key responsibilities include:

Financial management and/or oversight

- Manage or oversee the management of the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow.
- Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed.

- Create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies.
- Helpful policies to consider include check signing authority, expense reimbursement, credit card usage, and petty cash policies, if applicable.

Budgets

- Responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such a budget.
- The budget should be reviewed and approved by the board, however, the Treasurer should be prepared to explain and justify the document.

Reports

- The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios.
- Keep the board apprised of key financial events, trends, and concerns, and their assessments of the organization's fiscal health.
- Responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

Financial Liaison

- Should be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience.
- Should spend time learning the particulars of the organization's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments.
- Responsible for the board's strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization's mission.

Expected time commitment: 5-10 hours/month. This includes participating in RQFEOC Board or team meetings and events.

Term length: 2 years

We ask that all Board members commit to at least one year of being on the Board, if possible, unless a lesser time frame can be negotiated. Please be honest about your time commitments,

while we realize it is difficult to forecast what you may be doing months out, we ask potential Board members to try their best to upfront with any conflicts, either work or personal. Service on Real Queens board of directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.