

Board Role Description: Nonprofit Board of Directors

Organization Name: Reach St.Pete

Position Title: Board Director

Position Overview:

The Board of Directors is a body of Reach St.Pete, responsible for providing leadership, strategic guidance, and fiduciary oversight to advance the mission and vision of the organization. The Board consists of eight seats with 4 officer roles, and each Director plays a vital role in supporting the mission and vision, ensuring its sustainability, and maximizing its impact.

We are seeking a total of 4 new board members including 1 key officer role as a treasurer. For those seeking to become a standard board member the description can be found below. For those seeking to become our Treasurer on our Board of Directors please visit page 4.

Responsibilities and Duties:

Mission and Strategy:

- Understand, promote, and safeguard the organization's mission, vision, and values.
- As needed participate in the development and review of the organization's strategic plans and objectives.
- Contribute to the ongoing evaluation and enhancement of the organization's programs and services.

Governance and Leadership:

- Actively engage in board meetings, including preparation, attendance, and constructive participation.
- As needed help establish policies, procedures to ensure the organization operates ethically, legally, and responsibly.
- Evaluate and support the Chief Executive Officer/Executive Director and provide necessary guidance.

Financial Oversight:

- Approve and monitor the organization's annual budget, financial statements, and key financial indicators.

- Assist in fundraising efforts, including identifying and cultivating potential donors and sponsors.
- Ensure compliance with financial and legal requirements, as well as ethical fundraising and financial management practices.

Advocacy and Community Engagement:

- Act as an ambassador for the organization, advocating its mission and programs within the community and with relevant stakeholders.
- Help identify strategic partnerships, collaborations, and funding opportunities to expand the organization's impact.
- Represent the organization at public events, conferences, and networking functions.

Risk Management:

- Assess and manage risks, including legal, reputational, operational, and financial risks.
- Regularly review and monitor the organization's policies, procedures, and compliance frameworks.
- Ensure the organization maintains appropriate insurance coverage and risk management strategies.

Qualifications and Skills:

- Commitment to the mission, vision, and values of the organization.
- Demonstrated leadership and strategic thinking abilities.
- Knowledge or experience in the nonprofit sector, including governance, accounting, community advocacy, fundraising, or program development.
- Ability to work collaboratively and effectively as part of a team.
- Strong communication and interpersonal skills.
- Willingness to commit time and effort to board responsibilities, including attending regular meetings and serving on committees.

Term and Time Commitment:

- All Directors, with the exception of the initial Directors (each an "Initial Director"), shall have a term of office anywhere from one to three years, with the possibility of being re-elected for up to two consecutive three year terms.
- The time commitment may vary but typically includes attending regular board meetings held once per quarter, and one annual meeting to approve the fiscal year budget.

- Directors are expected to devote additional time to review materials, prepare for meetings, and actively engage in board-related activities.

For those interested in applying please email your resume with a brief introduction to alexia@reachstpete.org and CC board@reachstpete.org. For more information please visit www.reachstpete.org or email alexia@reachstpete.org

Position Title: *Treasurer, Board of Directors*

Organization Name: *Reach St.Pete*

Position Overview:

The Treasurer serves as a key member of the Board of Directors of Reach St.Pete, responsible for overseeing the financial affairs and ensuring the financial integrity of the organization. The Treasurer plays a critical role in financial management, budgeting, and reporting.

Responsibilities and Duties:

Financial Management:

- *Provide oversight and guidance on financial matters, ensuring compliance with accounting principles and legal requirements.*
- *Monitor and analyze the organization's financial performance, including budget variances, cash flow, and financial ratios.*
- *Collaborate with the Executive Director to develop and implement financial policies, procedures, controls, and draft for the annual operating budget.*

Budgeting and Planning:

- *Work closely with the Executive Director to develop and monitor the annual budget.*
- *Assist in the preparation of financial projections, forecasts, and long-term financial plans to support organizational sustainability and growth.*
- *Provide financial insights and recommendations to the Board regarding resource allocation and financial implications of strategic initiatives.*

Financial Reporting:

- *Prepare and present accurate and timely financial reports, including income statements, balance sheets, and cash flow statements, for board meetings.*
- *Ensure transparency and accountability by providing regular financial updates to the Board, highlighting key financial indicators and risks.*
- *Collaborate with the Executive Director to prepare financial reports for external stakeholders, such as funders and regulatory bodies.*

Compliance and Risk Management:

- *Ensure compliance with relevant financial and tax regulations, reporting requirements, and ethical financial practices.*
- *Monitor internal controls and implement measures to mitigate financial risks.*

Strategic Financial Guidance:

- *Collaborate with the Board and Executive Director in financial decision-making, offering insights on resource allocation, investment strategies, and revenue generation.*
- *Provide financial expertise and guidance to the Board, assisting in financial analysis and evaluation of potential opportunities or challenges.*
- *Stay informed about nonprofit financial trends, best practices, and relevant legislation to inform strategic financial planning and decision-making.*

Qualifications and Skills:

- *Professional experience in finance, accounting, or a related field.*
- *Familiarity with nonprofit financial management, including budgeting, reporting, and compliance.*
- *Knowledge of accounting principles, financial analysis, and internal control practices.*
- *Strong analytical and problem-solving skills.*
- *Excellent attention to detail and accuracy.*
- *Proficient in financial management software and tools.*
- *Strong communication and interpersonal skills.*
- *Commitment to the mission and values of the organization.*

Term and Time Commitment:

- All Directors, with the exception of the initial Directors (each an “Initial Director”), shall have a term of office anywhere from one to three years, with the possibility of being re-elected for up to two consecutive three year terms.
- The time commitment may vary but typically includes attending regular board meetings held once per quarter, and one annual meeting to approve the fiscal year budget.
- Virtual meeting once per quarter before the Board of Directors meeting with accountant and Executive Director to ensure numbers being presented are accurate.
- Directors are expected to devote additional time to review materials, prepare for meetings, and actively engage in board-related activities.

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