



## Wahine Build: treasurer

### Officer description

**Title:** Committee treasurer

**Reports to:** Committee chair and vice chair, director of philanthropy

**Time commitment:** 10-15 hours of volunteer service per month for 12 months

### Description

The committee treasurer oversees the general financial management of Wahine Build, ensures fiscal responsibility and proper stewardship of funds. They advise on committee's fundraising strategy, monitor financial forecasts and ensure handling-of-funds policies are in place when cash transactions occur. *Experience in nonprofit accounting or finance management required.*

### Key responsibilities

- Prepare and manage overall event budget and projections; track, code and input all income and expenses
- Prepare and distribute sponsor invoices, W9 and tax acknowledgements
- Prepare payment request forms for approved expenditures
- Present significant expenses (\$3,000+) for approval by committee
- Maintain an organized shared drive with relevant financial documents and records
- Provide monthly financial report to committee and Habitat board of directors
- Liaise with committee and team chairs about financial matters, including:
  - Special events team: oversee day-of fundraising activities at launch party
- Other tasks related to financial stewardship as assigned by Habitat staff and chairs

### Expected commitment

- Commit to one (1) 12-month term
- Complete action items and communicate with committee officers, Habitat staff between meetings (approx. 1-2 hours per week)
- Serve as an ambassador for Wahine Build and Habitat
- Leverage personal and professional networks to garner support
- Commit to raising \$2,500 for Wahine Build through sponsor procurement, peer-to-peer fundraising, gifts in-kind and/or personal donation
- Attend one (1) Wahine Build event or build day (minimum)