



Treasurer of the Board of Directors Job Description

Backcountry Squatters Nonprofit is seeking a hard-working and dedicated professional to serve in a multi-year term as the Board Treasurer on the Board of Directors. The Treasurer is responsible for overseeing the organization's financial activity and records that align with the policies and mission of Backcountry Squatters, as well as managing the Board's review of, and action related to the Board's financial responsibilities.

The position is a great fit for someone who is exceptionally skilled at translating financial analytics to the Board of Directors, who understands the interests and needs of the Backcountry Squatters community, and who will enjoy working with team members to contribute to the sustainability of Backcountry Squatters.

The Board Treasurer reports to the Board President and the Executive Director. Individuals who are willing and able to dedicate time and energy to upholding the mission of Backcountry Squatters are encouraged to apply.

Specific Responsibilities

- Oversee financial activities, and ensures the records and reports are accurate and in compliance with financial policies
- Review books within ten days of its closing every quarter
- Facilitate the presentation of financial insights and updates to the board at quarterly meetings. Initiate the financial portion of the Board Meeting with a Treasurer's Report.
- Works with the Executive Director to ensure that accurate financial reports are made available to the Board on a timely basis
- Assist the Executive Director in preparing the annual budget, and presenting the budget to the Board for approval.

Responsibilities of all Board of Directors

- Become familiar with important organizational documents: By-Laws, Strategic Plan, Financial Policies, etc.
- Become familiar with ongoing events and initiatives: fundraisers, Ambassador Programs, Internship Programs, Scholarship Programs, etc.

- Participate in Diversity, Equity, and Inclusion Training
- Attend quarterly Board of Director meetings, annual reflection meeting, and additional meetings deemed necessary by the Board over the course of the year
- Participate in board development initiatives
- Fundraise \$1500 for Backcountry Squatters throughout each fiscal year and be supportive of all the fundraising activities and strategies.
- Attend all important events as deemed necessary by the Board of Directors
- Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity

Preferred Skills

- Proficient knowledge of Excel/Google Sheets
- Familiarity with Zoom, Slack, Microsoft Suite, and Google Suite
- Financial knowledge of Backcountry Squatters, understanding of financial accounting for nonprofit organizations
- Personal commitment to devote the time necessary to perform the responsibilities of Treasurer
- Demonstrated commitment to growing women's participation, representation, and leadership in the outdoors
- Strong analytical skills
- Strong written and verbal communication
- Ability to work with a team, both in-person and via video conference, as well as independently
- Previous affiliation with Backcountry Squatters Nonprofit or a University chapter is preferred, but not required

Work Schedule and Compensation

Volunteer board position without compensation. This is a part-time remote position. All applicants should be willing to devote at least ten hours per month to Backcountry Squatters. Occasional work on nights and weekends should be expected.

To Apply

Please send your resume and a cover letter explaining your interest in the position and why you are qualified to info@backcountrysquatters.org. We are looking to fill this position immediately.

About Us

Backcountry Squatters is a 501(c)3 Nonprofit that strives to create and cultivate a community network dedicated to supporting college women in the outdoors. Today, Backcountry Squatters has chapters established on each coast and is rapidly expanding throughout the country. Each chapter takes its own unique approach to cultivate a community that encourages its members to participate and lead in the outdoor community and industry.

Backcountry Squatters chapters open the door to outdoor opportunities that women have historically been excluded from. We also work to ensure that the door is kept open and widened for other demographics and communities that have been denied the opportunity to enjoy the great outdoors.

Backcountry Squatters Nonprofit aims to provide the foundation and the necessary resources to grow women's participation, leadership, and representation in the outdoor industry and community.