Black Hills Dress for Success Board of Director Treasurer Job Description

1. Attend all Board and committee meetings. (70% minimum required)

2. Attend special events and functions such as fund raisers, major events, retreats and training programs at an appropriate level.

3. Be informed about the organization’s vision, mission, services and policies.

4. Participate in the Board’s management and review process.

5. Through personal resources or through the cultivation of new donor relationships, you will be asked to pledge an annual donation to support the organization’s programs and services at an appropriate level.

6. Follow conflict of interest and confidentiality policies.

7. Assist the Board in carrying out its fiduciary responsibilities such as reviewing annual financial statements, budgets and accounting practices.

8. Provide candid and constructive criticism, advice and comments.

9. Periodically review the organization's long range goals and strategies and use benchmarks to compare them against similar institutions.

10. Propose a slate of prospective Board members and fill vacancies as needed.

11. Appoint independent auditors or accountants subject to approval by the Board.

12. Be a champion and inform others about the organization.

13. Serve on committees and also take on special assignments.


15. Participate in the governance through election of new officers, appointment of staff and other matters to fulfill the requirements under the articles of the organization.

16. Approve major expenditures according to authorized limits and guidelines.

17. Maintain financial records including assets, liabilities, receipts, disbursements and other related matters.

18. Prepare financial statements and other reports.

19. Prepare annual budget for review by Board of Directors (BOD).

20. Present financial data to BOD at regular meetings, including financial statements, actual to budget status, and other reports as needed.
21. Maintain detailed records of cash donations. -critical for record keeping
22. Issuing receipts for donations and tracking donor information.
23. Deposit funds.
24. Disburse funds as approved by BOD.
26. Assist BOD in determining controls over assets and inventory.
27. Prepare tax return (Form 990).
28. Assist with the tracking and maintenance of donor information.