

## **Bucks County Audubon Society**

Mission: Bucks County Audubon Society's mission is to educate and engage children and adult of the greater Bucks County region with the natural world, with a focus on conservation and stewardship, including the protection of birds, wildlife and habitats.

Board of Director position: Treasurer (other Board Director Positions also available)

### **EXPECTATIONS:**

Leadership, governance and oversight:

Board members will be passionate ambassadors for the mission of Bucks Audubon. Bucks Audubon is a small non-profit and relies on members of the board and other volunteers to conduct mission projects, in addition to setting policy and assisting with fundraising.

Fundraising:

Board members are expected to maintain a membership to Bucks Audubon and make a yearly gift that is meaningful and personal. Additional assistance with fundraising activities is also important.

Board terms/participation: 3 year term, maximum of 2 terms

### **QUALIFICATIONS DESIRED:**

**For the Treasurer Position: Financial Statement preparation, general accounting oversight and auditor relations, knowledge of GAAP, experience creating budget, Non-profit management experience a plus**

**Start Date: May 2022 (Treasurer) (Other Director positions currently open)**

**TO APPLY:** Please direct all inquiries regarding the Bucks Audubon board of directors to: Kalle Weeks at kgweeks@gmail.com

## **Full Board Member Job Description**

**Purpose:** *To support and foster the mission of Bucks County Audubon Society at Honey Hollow: "Bucks County Audubon Society's mission is to educate and engage children and adult of the greater Bucks County region with the natural world, with a focus on conservation and stewardship, including the protection of birds, wildlife and habitats." To determine policies, procedures and regulations for the conduct of Bucks Audubon, to help secure the financial viability of Bucks Audubon and its programs, and to monitor organizational performance.*

**Term:** *3 years with an option of re-election for an additional term*

**Attendance:** *10 meetings/year, plus committee meetings and events. Current Board meetings take place on the Third Tuesday of each month at 7:00 (no meeting in December and one additional month as assigned by the President)*

### **Responsibilities and Duties of the Board of Directors:**

1. Be an enthusiastic ambassador for the mission and programs of Bucks Audubon.
2. Regularly attend board meetings and important related meetings and events.

3. Commit to actively participate in committee work, serving on at least one committee.
4. Volunteer for, and willingly accept, assignments and complete them thoroughly and on time.
5. Stay informed about committee matters, prepare for all meetings, review and comment on minutes and reports.
6. Work to build a collegial working relationship by getting to know other board and committee members
7. Maintain a personal membership to Bucks Audubon at a level of your choosing
8. Actively participate in the board and committee's annual evaluation and planning efforts.
9. Consider Bucks Audubon a philanthropic priority and make annual gifts that reflect that priority. So that Bucks Audubon can credibly solicit contributions from foundations, organizations, and individuals, Bucks Audubon expects to have 100 percent of Board Members make an annual contribution that is at a level that is personal and meaningful.
10. Assist with fundraising activities and solicitations, including appeals, donor engagement, special events, and others as they arise.

#### **Additional Requirement of the Treasurer**

1. Review GL monthly with the bookkeeper to make sure everything is correct and in line with the approved budget.
2. Lead the yearly Review/Audit process.
3. Assist with the development of the yearly budget with the Executive Director, Bookkeeper and Executive Committee.
4. Lead the Finance Committee of the Board.
5. Participate on the Executive Committee of the Board.

#### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about Bucks Audubon's mission.

Ideal candidates will have the following qualifications:

- Experience or skills/knowledge in General Accounting and Financial Management
- A commitment to and understanding of Bucks Audubon's mission and purpose
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of Bucks Audubon's constituents and the environment
- Non-profit experience a plus

#### **Diversity, Equity & Inclusion**

Bucks Audubon is committed to a diverse, inclusive, and equitable environment where all board members, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. Individuals of all backgrounds and experience levels are encouraged to apply.

Service on Bucks Audubon's Board of Directors is without remuneration, except for (when appropriate) administrative support, travel, and accommodation costs in relation to Board Members' duties.