



## Board Member Opportunity

*For inclusion on our Community Bulletin Board, please return BoD position opportunities to Liz Vibber, [lvibber@bbco-cpa.com](mailto:lvibber@bbco-cpa.com), 215-343-2727*

**ORGANIZATION:** The Oscar Hammerstein Museum & Theatre Education Center (OHMTEC)

Mission: To honor Oscar Hammerstein II's groundbreaking work as a lyricist, librettist, mentor, and humanitarian. Our vision is to create a cultural experience that immerses visitors in the life and work of Oscar Hammerstein II by establishing a museum at Highland Farm, the Doylestown home where he created some of the most successful musicals ever written, and develop a robust theatre education program for all ages that embodies and promotes Hammerstein's legacy and personal values. For more information, visit OHMTEC's website at [HammersteinMuseum.org](http://HammersteinMuseum.org)

Board of Director position: Treasurer

### EXPECTATIONS:

Leadership, governance, and oversight:

- Oversee the finances of the organization and advise the board on nonprofit financial matters;
- Assist in preparation of the annual budget;
- Prepare monthly financial reports for the board;
- Oversee work of bookkeeper to ensure financial books and records are accurate and up-to-date;
- Be a signor on the bank accounts and oversee transfers between accounts, deposits of donation checks and bill payments;
- Ensure that annual tax filing and state filings are submitted on a timely basis.

Fundraising: The annual financial contribution required for Board membership is one hundred dollars (\$100). The annual financial contribution shall be made in the form of either a \$100 cash donation or by bringing a \$100 cash donation from someone else.

Board terms/participation: The Treasurer is a voting member of the board; attend monthly board meetings (currently held on the 3<sup>rd</sup> Thursday of the month at 7:00 PM); serve as the chairperson of the Finance Committee and oversee monthly committee meeting; terms are 3 years, renewable for one additional term.

**QUALIFICATIONS DESIRED: CPA**

**Start Date: Immediately**

**TO APPLY:** Please direct all inquiries regarding the OHMTEC board of directors to: Christine Junker, OHMTEC Secretary/Treasurer, [cjunker.ohmtec@gmail.com](mailto:cjunker.ohmtec@gmail.com) 215-858-2347 (m)