



MentorCONNECT: Board Treasurer Job Description

This is an extraordinary opportunity for an individual who is passionate about the Vision and Mission of MentorCONNECT, has a strong interest in and aptitude for financial matters, and is a leadership-minded team player.

Who We Are

MentorCONNECT is the first global non-profit eating disorders mentoring community. To date, we have welcomed more than 3,000 members, of whom 98% are female. 87% are from the USA, 5% are from Canada, and 8% are from 43 other countries. Members range in age from 14-70, and are recovering from the full spectrum of eating disorders. Fully 10% of those who apply to participate in our community are recovered from an eating disorder.

Vision and Mission

Vision: MentorCONNECT's Vision is to provide individuals with the means to break through the isolation of eating disorders by sharing the tools of recovery in supporting relationships.

Mission: We accomplish this Mission by connecting members individually and in groups with mentors to share experiences, provide guidance, and help each other through the struggles and triumphs of our journeys.

501(c)3

MentorCONNECT is recognized by the Internal Revenue Service as a registered 501(c)3 not-for-profit corporation as of January 1, 2011. MentorCONNECT is also recognized by the state of Texas as a nonprofit corporation as of May 28, 2010.

Board Member Hallmarks of Success

In order to succeed as a board member, the candidate must be willing to be proactive and volunteer for tasks and must be interested in working in a collaborative, mutually respectful, team-based environment. Candidates who have a good sense of humor, are bright and interested in exploring uncharted territories and new possibilities, are creative thinkers, are caring and compassionate, are willing to speak up and share their thoughts, and are willing to dig in and learn about eating disorders and mental health/recovery issues (if they are new to these arenas) are an asset to our organization. We are as interested in board members who do not have personal experience with eating disorders as those who do. Diversity helps us to serve our community more effectively.

Compensation & Term Length

Board member service is a non-compensated position as specified by the organizational bylaws. The Board Chair and Secretary have 3-year terms. The Board Treasurer and Vice Chair and all other Directors have 2-year terms.



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Three Legal Duties of a Non-Profit Board Member

The following three legal duties are required of board members for all non-profit organizations:

1. Duty of Care: pay attention to what is going on inside the organization and make sound decisions based on accurate information
2. Duty of loyalty: put the organization's wellbeing above any other interests when making decisions on behalf of the organization
3. Duty of obedience: act in accordance with the organization's vision, mission, goals, and bylaws

Mentor Connect Board Member Roles and Responsibilities

Vision, Mission & Programming

1. Stays informed about the organization's mission, services, policies, and programs
2. Commits to informing others about the organization
3. Keeps up-to-date on developments in the organization's field

Board and Committee Meeting Attendance and Participation; Time Commitment Per Meeting

1. Regularly prepares for and attends board meetings and important related meetings and special events (3-4 hours per meeting – including preparation; minimum 4 times annually)
2. Makes a serious commitment to participate actively in committee work by joining and participating in one or more committees per term (1-2 hours per meeting as needed)
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Is an active participant in the board's annual evaluation and planning efforts

Finance, Fundraising & Giving

1. Assists the board in carrying out its fiduciary responsibilities, including but not limited to such tasks as reviewing the organization's quarterly and annual financial statements
2. Makes an annual financial contribution to the organization at a personally appropriate level
3. Participates in fundraising for the organization as applicable

Management, Governance & Sustainability

1. Suggests possible nominees to the board who can make significant contributions to the work of the board, its committees and the organization
2. Follows and assists with upholding all bylaws, conflict-of-interest, confidentiality and other policies
3. Refrains from making special personal requests of the paid staff and leadership-level volunteers



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Treasurer Role (from Organizational Bylaws)

The Treasurer will serve as a member of the Executive Committee of the board for a 2-year term. The Executive Committee shall be a standing committee consisting of the Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee shall serve as the central planning group for the Corporation and as an advisory group to the Executive Director. The Treasurer shall have general supervision over the care and custody of the Corporation's financial affairs. The Treasurer shall be responsible for the maintenance of full and accurate accounts of all receipts and disbursements of the Corporation and shall provide financial statements of the Corporation when required by the Board of Directors. The Treasurer will assist with preparation of a year-end report to be presented to the Board and the public.

Finance Committee (from Organizational Bylaws)

The Finance Committee shall be a standing committee chaired by the Treasurer and consisting of all members appointed to the committee as necessary. The Finance Committee shall oversee the financial aspects of the organization. The Finance Committee shall recommend to the Board the retention and termination of an independent auditor and may negotiate the independent auditor's compensation on behalf of the Board.

Treasurer Specific Job Duties

The following activities are required in the Treasurer role (the current estimate of time required is approximately 2 hours per month for activities not related to meetings, which are covered above):

- Manage the Budget/Actuals/Variance Report (report exists and only requires updating)
- Reconcile Expenses/Income Monthly and Annually
- Monitor Banking and Donation Accounts
- Track Donations for Special Fundraising Events and Issue IRS Tax Receipts to Donors
- Coordinate Payment and Renewals for Organizational Memberships/Corporate Sponsorships
- Make Payments for Periodic Service Renewals
- Serve as Joint Signor for Bank Accounts
- Review and Approve Expense Reimbursement Forms for Board Members
- Chair Finance Committee and Attend Development Committee Meetings
- Draft New Projected Budget Annually
- File Form 990 with the IRS in May Annually (at present a simple form filing)
- Attend Quarterly Board Meetings and Make a Quarterly Financial Report
- Work With Grants/Development Committee to Track and Record Grant Funds