



Renton Sailing Center

Board Member Position Description: **Treasurer**

About Renton Sailing Center

Founded in 1965, Renton Sailing Center (RSC) is a 501(c)(3) non-profit community sailing organization dedicated to the sport of sailing. We foster a family-like atmosphere to support the interests of sailors of all abilities. RSC offers: sailing instruction through classes and clinics, open sailing, racing, fun activities, women's sailing, and a variety of sailing vessels.

The Purposes and Objectives as stated in the 2020 By-Laws are to *provide services and facilities for the following:*

- a. Provide education in the safe and proper handling of sailboats.*
- b. Conduct US Sailing Small Boat and Basic Keelboat sailing school, including offering instruction to the public.*
- c. Foster good sportsmanship and love of the water for sailors of all abilities through classes, clinics, races, and recreational sailing.*
- d. Prepare sailors for participation in national and international competition.*
- e. Cooperate with and coordinate the activities of this corporation with other organizations or agencies to help promote the aims and purposes of this organization.*
- f. Promote the sport of sailing throughout the greater Renton community.*

For more information, please see RSC's website at www.rentonsailing.org

Position

The Board will support the work of RSC and provide not only mission-based leadership and strategic governance, but also participate in and work with member volunteers to ensure day-to-day operations are met. Involvement of the Board is both critical and expected.

Position-specific duties

The Treasurer is responsible for the following:

General:

- Participate as a vital part of the Board leadership. (ongoing)
- Maintain knowledge of the organization and personal commitment to its goals and objectives. (ongoing)
- Conduct new Board member orientation. (annually, Jan-Feb)
- Serve on at least one committee, as needed. (ongoing)
- Attend Board meetings. (monthly)
- Attend membership meetings. (monthly)
- Ensure RSC's commitment to a diverse Board and membership that reflects the community that RSC serves. (ongoing)
- Prepare newsletter content including articles and photographs. (ongoing)
- Create and update policies and procedures as needed. All new and updated policies and procedures should be presented to and approved by the Board. (ongoing)
- Participate in fundraising activities. (ongoing)

Position-specific:

- Maintain accurate financial records for RSC. (ongoing)
- Maintain and update annually a 3-Year financial plan (ongoing)
- Ensure safety of all financial records. (ongoing)
- Provide necessary information to the Vice-president for the monthly bank reconciliation process. The RSC bank reconciliation must be reviewed or prepared by an alternate board member due to segregation of duty requirements in our insurance policy. (monthly)
- Prepare financial reports and distribute them to the Board in advance of the monthly Board meeting. (monthly)
- Prepare and distribute Membership appropriate Financial Report in advance of Membership meetings on a quarterly basis. (quarterly - Jan, Apr, Jul, Oct)
- Obtain approvals on invoices and expense reimbursements in accordance with the spending approval policy. (as needed)
- Issue payments for approved expenses. (as needed)
- Coordinate with the Education Officer to reimburse instructor course fees to instructors per RSC policy. (as needed)
- With input from the Education Officer invoice for and collect payment from the City of Renton for the RSC portion of the class revenue collected by the city. (as needed)
- Renew PO Box. (annually, February)
- Renew City of Renton business license. (annually, January)
- Obtain annual boat & trailer licenses/registrations and place them on each applicable boat and trailer. (annually, June)
- Obtain new boat licenses/registrations; coordinate with the Maintenance Officer. (as applicable)

- Coordinate budgeting process and present combined budget to board. (annually, autumn)
- Coordinate change in check signers with US Bank. (annually, as needed)
- Obtain updated rental agreement (email) for Memorial Hall. (annual)
- Pay City of Renton Lease. (annual)
- Apply for Excise Tax Exemption and supply to the City of Renton. (annual)
- Submit WA combined Sales & Use / B&O Tax Return. (quarterly)
- Submit WA State Non-Profit Corporate Annual Report. (annually)
- Submit IRS Form 990. (annually)
- Prepare tax letters for donors. (annually, January)

Fundraising

RSC recognizes that Board Members contribute a vast amount of time and energy to the Center. It is expected that Board Members are expected to participate in fundraising activities in support of RSC.

As RSC solicits contributions from foundations, organizations, and its members, RSC Board members are encouraged--though not required--to personally make an annual financial contribution that is meaningful to them individually.

Board terms/participation

The Treasurer will serve a two-year term, beginning immediately after even-year elections at the January membership meeting. This position is eligible for re-election after the term is complete. Board members are expected to attend both the monthly board and membership meetings, which will be held at different times during the month (i.e., first and last parts of the month).

Qualifications

This is an extraordinary opportunity for an individual who is passionate about RSC's mission and vision, and who has leadership experience.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of RSC's operations and mission.
- Ability to foster relationships among diverse individuals on the Board and within RSC membership.
- Personal qualities of integrity, credibility, and a passion for building community sailing in our region.

Specialized skills:

- Non-profit small business accounting knowledge
- WA state sales tax/use tax/B&O tax knowledge
- Intermediate Excel skills
- Quickbooks Online experience preferred
- Knowledge of Salesforce preferred
- Knowledge of Google Docs preferred
- Accounting degree or bookkeeping experience preferred.

Service on RSC's Board of Directors is without remuneration.