

Wallowa County Community Endowment
Fund Advisory Committee
Job Description: Treasurer

Title: Treasurer

Purpose:

1. To keep financial records of local fundraising
2. To serve as liaison with Oregon Community Foundation (OCF) on financial matters

Requirement/Skills:

1. Commitment to the endowment
2. Good communication skills
3. Ability to work closely with people
4. Knowledge of basic accounting methods

Duties:

1. Attend all Fund Advisory Committee (FAC) meetings
2. Keep accurate records of expenses and receipts
3. Give financial reports at each FAC meeting
4. Work with OCF to ensure the accuracy of donor lists
5. Help with endowment's sponsored activities and events
6. Attend OCF workshops and other training sessions

Minimum Time Commitment:

1. Two to three hours per monthly meeting, with the potential to meet less frequently as the fund develops
2. One to two hours per month for maintenance of financial records
3. One to two hours per month for maintenance of donor records
4. Additional time as necessary during first six months

Results:

1. An efficient, accountable FAC for the endowment due to accurate, up-to-date financial records
2. Personal satisfaction in growth of community endowment
3. Increased knowledge of the community
4. Opportunity to meet people and share ideas

Resources:

1. OCF staff
2. Computer spreadsheet program and calculator
3. Limited use of NEOEDD staff and equipment