

### **Seeking Volunteer Board Treasurer**

English At Large is seeking a candidate with financial and accounting acumen to serve as the organization's Treasurer as a member of the Board of Directors. We are a nonprofit whose mission is to provide individual and small group instruction through a volunteer network to adult immigrants and other newcomers who seek to acquire English language skills as they adapt to life in the United States.

We are a small organization with a big impact in 21 communities north and west of Boston. We are expanding our organization to meet the ongoing demand for life-changing services—helping immigrants learn English so they can become more effective participants in their home, school, neighborhood, and work environments. We serve more than 500 people each year and receive support from individual donors, foundations, and corporations.

### **Successful Members of the Board of Directors:**

- Become well informed about the work of the organization
- Participate in fundraising activities for the organization, assuming leadership as appropriate.
- Represent EAL in the community; connect people in your personal and professional networks to EAL's mission.

### **Responsibilities of Treasurer:**

- Budgeting and Financial Planning
  - Develop an annual operating budget with the Executive Director
  - Monitor adherence to the budget through monthly review of accounts
  - Prepare monthly financial reports for board meetings
- Oversight & Reporting
  - Ensure accounting follows acceptable principles and procedures
  - Present monthly financial reports to the full board
- Leadership
  - Serve as Chair of Finance Committee

### **Commitment:**

- Attend monthly board meetings consistently, usually scheduled one year in advance
- Chair and attend quarterly Finance Committee meetings
- Become a financial supporter of the organization through the direct donation or secured solicitation of at least a \$1,500 annual gift, and actively solicit new items for the annual online auction.

To apply, please send a letter of interest and a resume or CV to Maureen Willis, Executive Director, English At Large at [ed@englishatlarge.org](mailto:ed@englishatlarge.org).