

# Terms of Reference: Treasurer of the Board

**DATE OF EFFECT: 11-26-2025**

**LAST REVISED: 11-26-2025**

## PURPOSE & SCOPE

The Treasurer is responsible for overseeing the financial management and reporting of Rural Artists Against Hate. The Treasurer ensures that the organization's finances are properly managed, transparent, and in compliance with all applicable laws and organizational policies.

The Treasurer works closely with the Board of Directors to ensure that the financial resources of the organization are used responsibly and effectively to support its mission and programs.

## KEY RESPONSIBILITIES

- **Financial Oversight:**
  - Oversee the financial management of RAAH, ensuring all financial operations are in accordance with established policies, regulations, and best practices.
  - Ensure RAAH maintains accurate and up-to-date financial records, including budgets, balance sheets, income statements, and other financial documents.
  - Support the development and approval of the annual budget in collaboration with the Board, ensuring it aligns with RAAH's goals and strategic plan, including provisions for artist compensation and materials.
  - Monitor financial performance regularly and report to the Board on the financial health of the organization.
  - Ensure RAAH remains in compliance with any applicable financial reporting requirements (e.g., CRA, tax filings).
- **Financial Reporting:**
  - Present regular financial reports to the Board, outlining RAAH's financial position, including income, expenses, and any significant variances from the budget.
  - Ensure financial reports are clear, accurate, and easy to understand for Board members, providing a comprehensive view of the organization's finances.
  - Provide guidance and interpretation of financial statements and data to ensure the Board makes informed decisions regarding RAAH's finances.
  - Prepare and submit necessary financial documentation for the annual audit or financial review, working with auditors and other relevant professionals as required.
- **Cash Flow and Budgeting:**
  - Oversee the management of RAAH's cash flow to ensure sufficient resources are available to meet operational needs, particularly for artist compensation and "Paint Go Kits."
  - Support the Board in setting financial priorities and creating strategies for fundraising, resource allocation, and expense management.
  - Monitor and track income and expenditures throughout the year, ensuring funds are used in alignment with the approved budget and organizational priorities.
  - Advise on any adjustments to the budget as necessary based on changes in funding or expenditures.

- **Fundraising and Resource Development:**
  - Collaborate with the Board and other stakeholders to develop strategies for fundraising and securing financial support for RAAH (e.g., grants, donations, sponsorships, annual events like "Paint the Town" Initiative).
  - Ensure that funds raised are allocated properly and in accordance with any restrictions or designated purposes, especially for artist payments and material replenishment.
  - Provide financial oversight for fundraising activities, ensuring financial reporting and tracking are in place for all events or campaigns.
- **Financial Policies and Procedures:**
  - Ensure RAAH has appropriate financial policies and procedures in place to protect its assets and manage financial risks.
  - Work with the Board to develop, implement, and regularly review financial policies and internal controls.
  - Ensure financial procedures for expense reimbursement, cash handling, and other financial transactions are clear, transparent, and followed by all Board members, artists, and volunteers.
- **Board and Committee Support:**
  - Provide financial expertise and guidance to the Board and relevant committees (e.g., Finance Committee), ensuring financial matters are discussed, understood, and addressed.
  - Assist in preparing financial reports and presenting them at Board meetings, ensuring the Board has the information it needs to make informed decisions.
  - Work with the Finance Committee (if applicable) to review RAAH's financial status, providing input and support in decision-making.
- **Strategic Financial Planning:**
  - Work with the Board and operational team to ensure RAAH's financial goals and strategic planning are aligned with its long-term vision of self-sufficiency through ongoing donations and grant expansion.
  - Assist in long-term financial planning and sustainability efforts to ensure the future financial health and stability of RAAH.
  - Provide advice on any potential risks to RAAH's financial sustainability and recommend strategies to mitigate those risks.

## QUALIFICATIONS AND SKILLS

- Strong knowledge of financial management, budgeting, and accounting principles.
- Previous experience in nonprofit financial oversight or related fields is preferred, but not required.
- Ability to interpret and explain financial statements and reports in a clear and concise manner.
- High level of attention to detail, with a strong commitment to accuracy and integrity in financial matters.
- Ability to work collaboratively with the Board, committees, and volunteers.
- A commitment to Rural Artists Against Hate's mission and values, particularly in the context of fiscal responsibility and transparency.

**MEETINGS**

- The Treasurer is expected to attend all regular Board meetings, which are held at least quarterly.
- The Treasurer may also be required to attend additional meetings or work with the Finance Committee (if applicable) as needed to support the financial needs of the organization.
- The Treasurer will ensure that the financial portion of the Board agenda is organized, timely, and accurate.

**TERMS OF OFFICE**

- The Treasurer shall serve a term of 2 years, with the possibility of reappointment for subsequent terms, as determined by the Board.
- The Treasurer's term may be extended based on the needs of the organization and the Treasurer's performance.

**AUTHORITY AND REPORTING**

- The Treasurer has the authority to oversee the financial activities of the organization and to ensure that the Board is fully informed about the organization's financial status.
- The Treasurer will report regularly to the Board on financial matters, providing insights and recommendations as necessary.
- The Treasurer will work collaboratively with the Chair, Co-Chair, and other Board members to ensure that the organization's finances align with its mission and strategic goals.