



Business Leaders Linked to Encourage New Directions
P.O. Box 3505
Grand Rapids, MI 49501

BL²END Board Treasurer, Executive Board Position Description

Objective: To assist the Executive Committee with maintaining the fiduciary responsibilities of the 501c6 nonprofit organization and oversee the corporation funds.

Responsibilities:

- Work with Executive Board to develop annual budget
- Create projection budgets for upcoming fiscal year(s)
- Work with CPA to file taxes with IRS, annually
- Monitor and manage finances of the organization
- Ensures development and board review of financial reports, policies and procedures
- Collect receipts and maintain financial log for all materials and expenses
- Collect leadership member dues and send notices regarding annual dues
- Performs other responsibilities assigned by President and/or President-Elect

Requirements:

- Detail-oriented
- Experience in strategic planning and budget development
- Expert Microsoft Excel and budget management skills
- Leadership experience
- Ability to delegate
- Promote BL²END within your personal and professional networks
- Commit to two-year term
- 10 - 15 hours each month

Benefits:

- Positively impact the experience of diverse professionals in Grand Rapids
- Gain experience in leading a 100% volunteer, 501c7 nonprofit organization
- Opportunity to network with diverse business and community leaders
- Recognition as a leader of one of Grand Rapids' premier organizations for diversity
- Build and improve personal and professional brand