

**Think Dignity's mission is to inspire, empower, and organize our community to advance basic dignity for those living on the streets.**

Think Dignity provides a way for citizens like you to become hands-on change agents in San Diego.

Our strength lies in our collaborative, volunteer-based model. Each of us doing our small part makes a big difference and working together can make the world a better place. We mobilize our community partners and volunteers to accomplish our collective goals. Our success story is not grandiose but comes from small steps taken every day. We call this micro-activism at its finest.

The model is simple: We hold monthly open forums at the Basic Dignity Coalition to discuss issues impacting our community. Upon identifying the issue, we gather information and conduct on-the-ground research. From there, we craft community-based solutions to the challenge, including coalition building, organizing, and advocacy.

Our efforts result in meaningful change here in San Diego, such as the expansion and growth of the Transitional Storage Center.

## **Treasurer Job Description**

### Overview

The Treasurer tends to be the gatekeeper of financial information for the Board of Directors and in general ensures that the board members are well versed on important financial issues. If the board has a Finance Committee (currently we do not), the treasurer will serve as its chair. More specifically, the Treasurer communicates directly with the chief financial officer of the organization and assists, when needed, with the budget preparation and introduction of the budget to the board. S/he may be a member of the Audit Committee but cannot be the chair of that committee.

The Treasurer is a member of the Board of Directors.

### Duties

- The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to the Board of Directors, such financial statements and reports as are required to be given by law, by the bylaws, or by the board. The books of account shall be open to inspection by any member of the Board of Directors at all reasonable times.
- The Treasurer shall (i) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board of Directors may designate; (ii) disburse the corporation's funds as the board may order; (iii) render to the President, Chairperson of the Board, if any, and the Board of Directors,

when requested, an account of all transactions and of the financial condition of the corporation; and (iv) have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

- Recommend the content of the financial reports, including dashboards
- Mentor the staff that prepares the financial reports
- Conduct periodic reviews of bank statements
- **Support the Chief Executive in reviewing and enforcing financial policies and procedures**
- **Support the Chief Executive in create an annual budget**
- **Advise the board on financial strategy**
- Chair the Finance Chair if there is one
- Ensure that all legal finance documents have been filled in a timely manner

### **Role of Financial Committees**

Many boards benefit from having a standing committee that is permanently engaged in helping the board focus on its fiduciary duties. A finance committee may recommend financial policies, help review the budget, and take a first look at financial statements. If there is no separate audit committee or task force, the finance committee may take the role of overseeing the audit process although it is usually wise to separate these two functions. If there is no separate investment committee, the finance committee could draft investment policies and hire and oversee the performance of an outside investment manager.

Please send an email to Dahna Logan, President of the Board of Directors, Think Dignity to [dahna.thinkdignity@gmail.com](mailto:dahna.thinkdignity@gmail.com).