



Board of Trustees Member; Treasurer

Friends of Stark Parks is a non-profit volunteer organization dedicated to supporting the mission of Stark Parks through fundraising, membership and advocacy. By partnering with Stark Parks, Friends aims to ensure people benefit from utilizing the Parks and provides an avenue for them to give back. ***Friends is actively looking for someone who supports our mission to join the board and quickly ascend to the treasurer role.***

As a Trustee, you will take responsibility for ensuring Friends is a fiscally sound organization with strong operations so we can deliver effective programs and raise funds to support the Parks. Through leadership, direction and insights, you'll be a working member of this board helping develop and implement our strategic plan. The treasurer position is a hands-on role when it comes to the organization's finances including bookkeeping, accounting and banking.

TRUSTEE DUTIES:

1. Be a member of Friends of Stark Parks
2. Participate in regular and special Board meetings and partake in the proceedings
3. Prepare for each Board meeting by reading material distributed prior to the meeting and gathering whatever information may be required or requested
4. Serve on one operational committee and actively participate in regular committee meetings
5. Serve on one special event committee to execute the event and ensure fundraising goals are met
6. Attend as many special fundraising and membership events as possible
7. Assist in maintaining and growing the membership of Friends
8. Help develop funding support through ideas and asks
9. Make yourself accessible to staff and other Board members as needed
10. Donating to our annual campaign is highly encouraged
11. Support Stark Parks by maintaining knowledge of current programs and staff and serving as an advocate to the public and other groups

TREASURER DUTIES:

1. Has basic knowledge of financial accounting
2. Makes monthly Friends deposits (typically twice a month)
3. Pays all Friends' bills
4. Prepares monthly financial statements to present to the board
5. Prepares and presents the annual budget to the board
6. Role requires an average time expenditure of four to five hours per month

To learn more about what Friends of Stark Parks accomplished last year, read our [annual report](#).

Those interested in joining the board and possibly being elected as Treasurer can submit a Trustee application at https://app.etapestry.com/onlineforms/FriendsofStarkParks_1/FOSPBoardApplication.html. A member of our admin committee will be in touch shortly to set up an introductory call.