



Foothills Branch Treasurer

Goal of Position

The Branch Treasurer supports the Branch Chair and activity committees by overseeing the annual budget process, supporting the development of annual course pricing and investment proposals, and processing check requests and reimbursement requests for Foothills Branch volunteers. They may also choose to play an active role in Mountaineers financial decisions as a participant in Finance Committee meetings.

Activities and Responsibilities

- Manage finances for the Foothills Branch in conjunction with the Branch Chair and activity committee chairs.
- Lead the annual budget process for the Branch in close collaboration with the Branch Chair, which includes: providing guidance to activity committee chairs, distributing budget templates, consolidating results, reworking any discrepancies and issues, and submitting to the Club for approval.
- Lead the midflight forecast process for the Branch twice per year, which includes: rolling-up expected results from the activity committee chairs, reworking any discrepancies and issues, and submitting to the Club.
- Review and approve expense reports.
- Assist in securing funds from the Club for new committees or committee programs that were not budgeted, or that are expanding more rapidly than originally planned.
- Assist various volunteer teams or committees with special project requests.
- Field various finance or accounting questions from the Branch Council.
- Attend Mountaineers Finance Committee meetings as representative of the Foothills Branch.

Length of Service

The Branch Treasurer serves a two-year term. The outgoing Treasurer is available on an ongoing basis to train and counsel the incoming Treasurer, as needed.

Time Commitment

- Attend regular Foothills Branch Council meetings to report on the financial status of the branch and cast vote as a voting member of Branch Council. About 5 meetings per year, 2.5 hours per meeting (teleconference participation available).
- Attend regular Finance Committee meetings. About 1 meeting per month, 1.5 hours per meeting. Meetings are held via conference call, with the option to attend in-person at the Seattle Program Center.
- Budgeting and Forecasting: Time commitment depends on the time of year and the growth of new committees. Almost all of this work is done remotely, so the work is flexible. During the main budget season, the time commitment is about 8 hours per week for about 4 weeks in April/May. The midflight process takes about 16 hours for the whole year (2 forecasts at about 8 hours each).
- Email and approving expense reports takes about 2 hours per week.

Preferred Qualifications

- Commitment to accuracy, transparency, and meeting deadlines.
- Facility with Excel; conversant with basic bookkeeping and arithmetic.
- Positive personal outlook.
- Trustworthy; follows through on commitments.

Each situation and opportunity is different. No previous experience in this kind of role is required.

Support and Reporting

The Branch Treasurer supports all Foothills Branch members, but work most closely with a committee of dedicated and friendly Branch Council members who share a love of The Mountaineers. Mountaineers staff in every role (accounting, development, marketing, leadership development, and member services) are available to assist the person in this position.

How to Apply

To apply for consideration as the Foothills Branch Treasurer, please send an email to volunteer.for.foothills@gmail.com. Applications will be accepted on a rolling basis any time before September.

The Branch Treasurer is elected by the Foothills Branch membership, with the expectation that they will complete a two-year term. Ballots go out in October, and terms begin immediately after election results are certified in early November.

All members with a sincere interest and the time to commit to this role are encouraged to apply!