



## **Tatton Brown Rahman Syndrome (TBR) Community – Treasurer (Board of Directors)**

**Location:** Remote

**Commitment:** Volunteer Board Member Position

### **Join Our Mission to Support Families and Advance Research for TBR**

The **Tatton Brown Rahman Syndrome (TBR) Community** is seeking a dedicated and experienced **Treasurer** to join our Board of Directors. As a small but impactful nonprofit organization, our mission is to support individuals and families affected by TBR while advancing research toward interventions.

This is a unique opportunity to apply your financial expertise to help strengthen the sustainability of our organization, ensuring that we continue to serve the TBR community and expand our programs.

### **Role & Responsibilities**

The **Treasurer** serves as a key member of the Board of Directors, overseeing the organization's financial management and reporting. Key responsibilities include:

#### **Governance Responsibilities**

- Maintain custody of funds and securities.
- Keep full and accurate accounts of receipts and disbursements.
- Deposit all monies and valuable assets in the name of the organization.
- Disburse funds as authorized by the Board of Directors.
- Provide regular financial updates to the Board regarding the organization's financial health.
- Ensure appropriate financial controls are in place and provide financial oversight.
- Secure a bond for the organization as determined by the Board.

#### **Duties**

- Prepare and conduct an **Onboarding Orientation** for newly elected directors alongside the Secretary and Executive Director.
- Conduct a **Request for Proposal (RFP) process every three years** to evaluate governance vendors for assessing Board and Executive Director performance and compensation. Present recommendations to the Board for approval.



- Conduct a **Request for Proposal (RFP) process every three years** to select the organization's auditor and tax preparer. Present recommendations to the Board for approval.
- Work with the Executive Director to **prepare the annual operating budget** and present it to the Board for approval.
- Review and approve **quarterly financial statements** in collaboration with the Executive Director.

## Qualifications & Skills

We are seeking a Treasurer with the following qualifications:

- ✓ Background in **finance, accounting, nonprofit financial management, or a related field.**
- ✓ Experience with **budgeting, financial reporting, and nonprofit compliance.**
- ✓ Familiarity with **nonprofit governance best practices** and **IRS regulations** is a plus.
- ✓ Commitment to the mission and values of the TBRs Community.
- ✓ Strong organizational skills, attention to detail, and the ability to communicate financial information clearly to the Board.

## Time Commitment & Expectations

- Attend **quarterly Board meetings (virtual)** and additional meetings as needed.
- Review financial documents and provide guidance on financial matters.
- Assist with fundraising and networking.
- Estimated time commitment: **5-8 hours per month.**

## Why Join the TBRs Community?

As a **patient-led organization**, we prioritize the needs of individuals and families affected by TBRs. Our Board members are instrumental in **shaping our impact and ensuring our long-term sustainability**. By joining as Treasurer, you will play a vital role in **advancing research, supporting families, and helping build a brighter future for the TBRs Community**.

## How to Apply

Interested candidates should complete [this application](#) and submit a **resume** to: [jill@tbrsyndrome.org](mailto:jill@tbrsyndrome.org)

**Application Deadline: March 15, 2025**