



## Quilts of Valor Foundation

### ***Mission***

The Mission of the Quilts of Valor Foundation is to cover military Service Members and Veterans touched by war with comforting and healing Quilts of Valor.

### ***Board Member - Treasurer***

#### ***Position***

This board position supports the efforts of the Quilts of Valor Foundation by providing mission-based leadership and strategic governance. While the foundation's day-to-day operations are managed by the QOVF Executive Director (ED), the board and ED relationship is a partnership and the appropriate involvement of the board is both critical and expected.

#### ***Basic Duties***

This board member manages QOVF's finances, administrates fiscal matters of the organization, and maintains QOVF's fiscal integrity.

#### ***Specific Responsibilities for the BOD Treasurer position include but are not limited to:***

- Produces and maintains the foundation's budget.
- Maintains proper financial records in accordance to local, state, and federal laws.
- Ensures proper procedures for approving expenses are followed.
- Provides annual budget to the board for members' approval.
- Chairs the QOVF Board Finance Committee.
- Knowledge of Quickbooks Online and GAAP preferred.

#### ***General Responsibilities for all board member positions include but are not limited to:***

- Serving as a trusted advisor to the ED as s/he develops and implements QOVF's strategic plan.
- Reviewing the agenda and supporting materials prior to board and committee meetings.
- Attending two face-to-face board meetings annually plus a monthly one-hour teleconference.
- Approving QOVF's annual budget.
- Assisting the ED and board in identifying and recruiting other board members.
- Partnering with the ED and other board members to ensure board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.

- Representing QOVF to stakeholders; acting as an ambassador for the organization.
- Ensuring QOVF's commitment to a diverse board and staff that reflects the communities the foundation serves.
- Adhering to QOVF's Core Values, Policies & Procedures and Code of Ethics.

***Board Term***

Three years.

***Qualifications***

- Professional experience and education to match the responsibilities of the position.
- A commitment to and understanding of the Quilts of Valor Foundation's community.
- The ability to devote adequate personal time and resources to the Foundation.
- An affinity for cultivating relationships and building consensus among diverse individuals.
- Personal qualities of integrity, credibility and a passion for QOVF's mission.

Service on the Quilts of Valor Foundation Board of Directors is without remuneration except as approved by the Board of Directors according to its Authorization for Expenditure (AFE) procedure.