

Organization

New York Wine and Grape Foundation

Description

The New York Wine & Grape Foundation (NYWGF) was created by the State of New York in 1985 as a private, non-profit organization with a mission to “promote the world-class image of New York grapes and wines from our diverse regions to responsibly benefit farmers, producers and consumers through innovative marketing, research, communication, and advocacy.” The vision of the NYWGF is “to be the world’s premier region for cool and cold climate viticulture.”

Every May the NYWGF Board of Directors meets to elect members of the industry to board seats with expiring terms. The term of office for directors is three years and there are currently 22 members of the Board of Directors. Thirteen (13) board seats are statutorily mandated by [the law that created NYWGF in 1985](#), and there are nine (9) at large board seats. NYWGF aims to establish a Board comprised of Directors representing a diversity of regions, business sizes and models, demographics, and functional professional expertise.

Our board members champion the importance of exceptional board leadership and believe that every organization needs a strong and effective board to fully realize its potential for good. In addition to the standard roles and responsibilities of a board member, our board members are active advocates and ambassadors for the organization and are fully engaged in identifying and securing the financial resources and partnerships necessary for NYWGF to advance its mission.

Industry

Nonprofit Organization Management

Position

Job Title: Volunteer Board Member - Treasurer

Job Function

Finance

Employment Type

Volunteer Board Member

Authority

The treasurer, as other board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

Time Commitment

Five hours per month (board meetings, meetings with the Executive Director and Finance Director, committee meetings)

Term of Office

Appointed on an annual basis by the Board Chair and Governance Committee with approval required by the Board of Directors.

Job Description

The Treasurer of NYWGF is the Board Director responsible for providing financial oversight and leadership for the organization's finances and budget. They should have a solid understanding of the organization's finances and the ability to present financial information in a clear, concise manner. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and their assessments of the organization's fiscal health. The Treasurer must be able to plan for the organization's financial success, which is accomplished by facilitating and encouraging the board's strategic thinking about the organization's short and long-term financial vitality as it relates to the advancement of its mission.

At NYWGF, we use the terms treasurer and finance committee chair interchangeably—board members who serve as treasurer typically chair the finance committee. This leadership role requires the Treasurer to be knowledgeable about standard financial and accounting practices. The Treasurer aligns all financial transactions with the mission, goals, bylaws, and legal requirements of the organization. A skilled Treasurer should be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience.

Ideally, the Board Treasurer has a strong working relationship with the Executive Director as well as the organization's Director of Finance. He or she also oversees the organization's leadership in the areas of money management and compliance.

Preferred Experience or Credential: Extensive experience as a Non-Profit Board Treasurer/ Finance Officer; Certified Public Accountant (CPA); or other credible financial oversight experience.

Responsibilities

NYWGF's board treasurer is responsible for coordinating and ensuring the financial oversight and financial health of the organization for the board, and the treasurer directs the board's financial work, so the board achieves its goals and operates per its bylaws in the following areas:

Leadership

- Serves as the chair of the finance committee, and leads the committee in setting and meeting annual goals.
- Ensures that all members of the board fully comprehend the financial matters of the organization and receive reliable and timely information regarding those matters.
- Works with the finance committee, Executive Director, and Director of Finance in leading the development of an annual budget and presenting the budget to the full board for approval.
- Set long-range financial goals along with funding strategies to achieve them.
- expected to review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan.
- Understanding the organization's different functions, from top to bottom, will allow the Treasurer to better understand budgetary needs, as well as identify areas where financial challenges may arise.

Accounting & Reports

- Understands financial accounting for nonprofit organizations.
- Works with the Director of Finance or other appropriate leadership to deliver accurate and complete financial reports to the board regularly.
- Ensures that all records of organizational accounts are current.
- Oversees and reviews the annual audit process in partnership with the Director of Finance, and can answer board members' questions about the audit.
- Aids in the creation of policies that promote transparency and accountability in the organization, such as internal controls, conflict of interest, and an investment policy.
- Develop and enforce strong internal controls and financial management policies.
- Regularly assess risks and whether and how such risks should be mitigated.
- Is made aware by Finance Director of major filing requirements and compliance deadlines for the organization and will ensure they are done in a timely manner.

Ethics

- Handles all work related to the organization's financial affairs with integrity and care.

- Remains apprised of legal and ethical requirements for the Treasurer position.

Qualifications

- Commitment to NYWGF's mission to "promote the world-class image of New York grapes and wines from our diverse regions to responsibly benefit farmers, producers, and consumers through innovative marketing, research, communication, and advocacy."
- Understands nonprofit accounting and can read and understand profit and loss statements and balance sheets.
- Familiarity with Quickbooks Online is preferred, but not required.
- An understanding of, and experience with, good nonprofit financial management and reporting practices
- An appreciation of the kind and level of financial information needed at a board level to support decision-making.
- An ability to consistently commit the time required to fulfill the responsibilities described above.

General Expectations of Individual Board Members

We expect each board member to:

- Know the organization's mission, policies, programs, and needs.
- Faithfully read and understand the organization's financial statements and board materials in advance of meetings.
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for NYWGF to advance its mission and collective purpose.
- Leverage connections, networks, and resources to develop collective action to achieve NYWGF's mission.
- Prepare for, attend, and conscientiously participate in board meetings.
- Participate fully in one or more committees or task forces.

- Engage in learning opportunities to better understand the responsibilities of Board service with NYWGF.
- Respect the experiences of all who bring their voices and lived experiences on to the board and into the boardroom and the organization.
- Honor our values.

NYWGF is looking for mission-aligned individuals with strong collaboration, communication, implementation, and strategic skills.