



filmakers  
collaborative

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## Filmakers Collaborative Board Treasurer Job Description

### Mission

Filmakers Collaborative (FC) is a tax-exempt organization headquartered in the Greater Boston area of Massachusetts that has been providing low-cost fiscal sponsorship to independent media makers since it was founded in 1986. It is now the grantee of record for hundreds of media projects across the country. Our mission is to sponsor and support the independent media community through fiscal sponsorship as well as offering programming opportunities that bring people together for learning and networking. <http://filmakerscollab.org/about/>

### Position

The Board supports the work of Filmakers Collaborative and provides mission-based leadership and strategic governance. While day-to-day operations are led by the chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Board members will be expected to attend quarterly board meetings (electronically or in person), and provide time between meetings, as available, to accomplish mission-based goals.

### Specific Board Treasurer responsibilities include:

- Leadership, governance and oversight
- The treasurer shall be the chief financial officer and the chief accounting officer of the corporation.
- (S)he shall be in charge of its financial affairs, funds and valuable papers and shall keep full and accurate records thereof.
- Serving as a trusted advisor to the CEO as s/he develops and implements strategic planning
- Approving the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- (S)he shall also be in charge of its books of account and accounting records, and of its accounting procedures.
- Contributing to the fiscal health and sustainability of Filmakers Collaborative by giving an annual gift and actively participating in securing funds to support its work (earned or contributed revenue)
- Assisting the CEO and board chair in identifying and recruiting other Board Members
- Partnering with the CEO and other board members to ensure that board resolutions are carried out
- Representing Filmakers Collaborative to stakeholders by acting as an ambassador for the organization
- Reviewing outcomes and metrics created for evaluating impact, and regularly measuring performance and effectiveness using those metrics;
- Ensuring commitment to a diverse board and staff that reflects the communities Filmakers Collaborative serves

Please submit a resume and a letter that includes why you are interested in becoming a board treasurer, areas of expertise related to the mission and what specific skills you bring as a treasurer. Those who are selected will be contacted for an interview. Please contact: Laura Azevedo, Executive Director at: [laura@filmakerscollaborative.org](mailto:laura@filmakerscollaborative.org)

