

CVL Finance Committee Position

Position Title: Member of the Finance Committee

Location: CVL Offices and Virtual

Reports to: Chair of Finance Committee

Purpose: Volunteers will help write, evaluate and structure budgets to fit the needs of a developing and evolving non-profit organization. They will be willing to work in a cooperative manner with the fundraising and grants committees to identify new ideas and adapt to changes in the strategic goals of Community Village.

Key Responsibilities and Opportunities:

- Develop annual budget.
- Prepare monthly financial reports.
- Day-to-day accounting transaction.
- Long-range financial planning; creative ideas.
- Monitor and manage grant funds for spending as specified in grants.
- Invoice members and collections.
- Oversee purchases and rental agreements.

Qualifications: Strong interpersonal skills, available by phone and internet, and a desire to enhance the community by participating on a committee that oversees the finances of an organization that helps local residents age in their homes. Experience working with not-for-profit budgets is a plus, but not required.

Time Commitment: Flexible, depending on level of availability. Once a month meeting attendance.

Benefits:

- Opportunity to share your skills and improve them.
- Be involved at the forefront of a grassroots movement.
- Be a part of the program that brings the community together around aging.
- Expand your personal network.

Contact for more information:

AmeriCorps VISTA Program Coordinator

Phone: 785-505-0187 or 785-505-0188

Email: info@communityvillagelawrence.org

Current
Committee
Members:

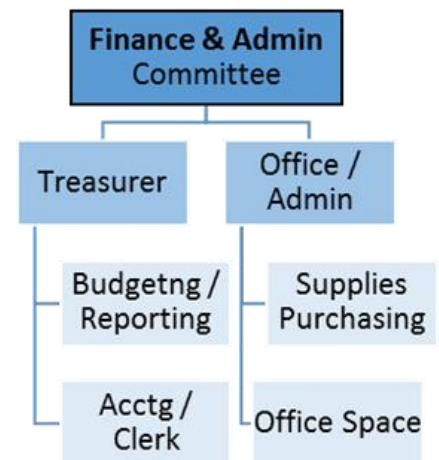
Mary Baxter
(Chair)

Mary Johnson

Keisha Steineger

Judy Bellome

Sarah Williamson



To learn more about the mission of Community Village Lawrence, please visit:
www.CommunityVillageLawrence.org or www.facebook.com/CommunityVillageLawrence