

HIZTORICAL VISION PRODUCTIONS

Treasurer - Volunteer Board of Directors

About Hiztorical Vision Productions: Hiztorical Vision Productions (HVP) is a 501(c)(3) nonprofit organization located in Alabama. HVP partners with local communities throughout Alabama to produce short-film documentaries that help protect and preserve the often-untold African American narratives found in the area. Rather than focusing on stories of victimization, our mission with HVP is to document the success stories of those who were civically engaged or made contributions to this country with the hopes of starting conversations, uplifting generations, and encouraging social advocacy. We help educate, motivate, and inspire people from all walks of life by bringing little known black history to life in the form of uplifting short films for all.

To learn more about HVP visit: www.hiztoricalvp.org

Reports to: Board Chair or Board of Directors, as appropriate.

Preamble: The Treasurer will offer guidance to the Executive Director and the Board in ensuring good fiscal planning, decision-making and oversight at a governance level.

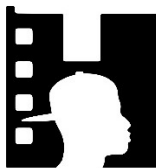
Authority: Board members work both individually and collectively in governing Hiztorical Vision Productions affairs through the development, approval and evaluation of policy and budget. As a committee member, the board member provides planning and implementation services to the Board. The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board resolutions with respect to representation of the Organization.

Term: Board members are elected for a three-year term with the possibility of renewal for a second term.

Duties of the Board Treasurer

The Treasurer duties/responsibilities are as follows:

- Serves on the Executive Committee and chairperson of the Financial Committee.
- Facilitate, engage and support the Financial Committee to meet fundraising goals.
- Keep all transactions current and up-to-date on an ongoing basis with accounting software.
- Assist in the preparation of the annual budget and its presentation to the Board for review.
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the Board.
- Ensure that the Board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensure that the Organization maintains the appropriate financial books and records and that these are accurate and up-to-date.
- Ensure that government tax filings and remittances are submitted on a timely basis.
- Ensure that payroll and other liabilities are settled in a timely manner.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.



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- Helps, along with the Executive Director, keep the Board informed of important financial events, trends, and issues relevant to the organization.

Education/Experience: An Associate's degree in accounting or related field or a minimum of two years' experience in a paid or volunteer setting. An appreciation of the kind and level of financial information needed at a board level to support decision making. An ability to commit the time required to fulfill the responsibilities described.

Knowledge: A understanding of, and experience with, good financial management and reporting practices for nonprofit organizations and an interest in the Organization's mission.

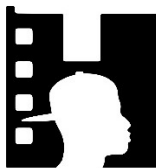
Time Commitment: The Board Treasurer of Hiztorical Vision Productions must live in Alabama. Willing to travel 20% of the time for scheduled production activities, events, & trainings. Willing to telework 80% of the time using nonprofit accounting software and Microsoft Office 365 (Outlook, Teams, OneDrive, Word) for Board meetings and committee meetings. Willing to commit a minimum of ten hours per month.

Duties of all HVP Board Members

Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support Hiztorical Vision Productions' mission statement and strategic plan.

Each individual Board Member is expected to:

- Attend meetings and show commitment to Board activities.
- Be well informed on issues and agenda items in advance of meetings.
- Participate on one or more committees or as needed, as requested by the Board Chair, Vice-Chair or Executive Director.
- Monitor public response to the work and policies of the Organization.
- Participate in Board orientation meetings to ensure organizational and fund development knowledge.
- Provide candid, open and honest feedback and evaluation when appropriate.
- Take initiative in informing the organization about opportunities for funding or program development.
- Identify individuals in the community for volunteer participation or funding support.
- Support the organization and its officers in times of crisis or controversy.
- Provide sensitivity and support to staff members and other Board members as they perform their duties.
- Exercise loyalty to the Organization and respect confidentiality regarding internal affairs.
- Provide leadership within the Board and in the community on behalf of the Organization and its programs.



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- Serve as an informal advocate for the Organization in the community.
- Give a personal financial donation to the Organization by completing a Pledge Card annually.
- Promote the organization's mission and activities through your personal social media platforms.
- Participate in voting on the next film projects that will engage the public interest for the upcoming year.
- Assist the Executive Director during scheduled documentary interviews.
- Participate in preproduction, production, and postproduction activities.
- Contribute in the revision process for each film, prior to its debut. Members should provide suggestions and constructive criticism to protect the public interest in addition to maintaining the organization's mission.

APPLICATION PROCESS

Interested applicants must email the following materials to contact@hiztoricalvp.org by the application deadline, **Saturday, August 15, 2020**.

- 1) Resume/CV
- 2) Cover letter outlining interest in position (optional)

*Note: In the subject line of the email please type "Volunteer Board Treasurer Applicant – First and Last Name" (i.e. "Volunteer Board Treasurer Applicant – Jane Doe")