



Nonprofit Board Member Form

Organization:	Pacific Wildlife Care	Job Category:	Board Treasurer
Location:	1387 Main Street, Morro Bay	Date Posted:	10/12/17
Contact: (name and position)	Kimberly Perez President	Contact Information:	EMAIL: president@pacificwildlifecare.org PHONE: 805-748-7425

Organization website: pwinfo@pacificwildlifecare.org

About the Organization

Incorporated in 1987, Pacific Wildlife Care is SLO County's only organization licensed by Federal & State Departments of Fish & Wildlife, and medically equipped to rehabilitate injured, orphaned and oiled wildlife and release them healthy back to the wild. We are one of the few wildlife centers in California with a full-time wildlife veterinarian which provides expert and humane treatment of wildlife, and allows for a robust intern program. In addition, we serve as a member organization and one of nine primary care facilities for the Oiled Wildlife Care Network (OWCN) along the coast of California in the case of an oil spill in SLO County. With a staff of 5-6 employees (FT, PT and seasonal) and over 250 volunteers, we operate a Wildlife Rehabilitation Center and a telephone hotline (805)543-WILD that is available for the public to phone about questions and report distressed wildlife. The second part of our mission is educational outreach so by sharing our experiences, we inspire community participation to reduce harm to our wild neighbors.

SCOPE OF WORK

Basic Requirements:

- Experience with financial transactions and reconciliations
- Experience with basic financial statements
- Ability to work with accountant, bookkeeper and auditors as necessary
- Ability to attend one-two meetings per month. Generally, Board meetings are the second Tuesday every month at 5:30 pm. but may require additional meetings in some months for strategic planning
- Participation at major events - two volunteer/staff recognition events, Annual General Meeting and select community outreach events
- Support fundraising efforts
- Commitment to mission and vision
- Two-years (elected on odd-numbered years)

Duties include:

- Ensures timely payment of goods and services
- Ensures maintenance of accurate books and records and maintains adequate internal controls
- Ensures that assets are protected and invested according to organizational policy
- Ensures compliance with statutory reporting requirements
- Prepares monthly financial reports for Board meetings and any ad-hoc requests
- Submits to membership the financial status of the organization for the annual report
- Participates in preparation of the Budget
- Serves as the chair of the Budget & Finance Committee

