

San Benito Fire Safe Council

Board of Directors — Volunteer Position Description

TREASURER

Role Summary: The Treasurer provides financial oversight and governance for SBFSC's board — reviewing and reporting on the organization's financial position, ensuring grant compliance, and safeguarding fiscal integrity. This is an oversight role, not a bookkeeping role: day-to-day transaction tracking is handled by SBFSC's fiscal sponsor (Community Foundation of San Benito County) and a part-time financial liaison. The Treasurer's job is to understand, question, and govern the numbers — not to produce them.

Why It Matters: San Benito County faces real, growing wildfire risk. SBFSC's grant-funded work — now expanding significantly through CAL FIRE and California Fire Safe Council funding — depends on strong financial stewardship to keep that funding flowing and trusted. As Treasurer, you help ensure that protection reaches the community.

Key Responsibilities

- Review monthly and quarterly financial reports prepared by the fiscal sponsor (CFSBC) and financial liaison; ask questions and flag concerns to the board.
- Present a clear financial summary at each board meeting, in plain language the full board can act on.
- Confirm that grant funds (CAL FIRE, California Fire Safe Council) are being tracked, reported, and held in compliance with contract terms.
- Serve as the board's designated point of contact for financial matters with CFSBC and the financial liaison.
- Support annual budget development and help the board plan for sustainable growth.
- Participate in the 501(c)(3) re-acquisition process as it relates to financial governance and reporting readiness.

Commitment

Time	Approximately 3–5 hours per month, including one monthly board meeting
Term	2-year term, renewable, with the option to step back after year one if needed
Compensation	Volunteer, unpaid board position
Reports to	SBFSC Board of Directors
Works closely with	CFSBC (fiscal sponsor) and SBFSC's financial liaison/bookkeeper

What We're Looking For

- Comfort reading and interpreting financial statements (background in accounting, finance, banking, or business management is ideal, but not required).
- Nonprofit board or grant-funded organization experience is a plus, not a prerequisite.
- Clear communicator who can translate numbers for a non-financial board.
- A connection to San Benito County and interest in wildfire preparedness and community resilience.

Interested or know someone who might be? Contact SBFSC at sanbenitofiresafe@gmail.com