



Position: Director of Finance

Reports to: Board of Directors

The primary duty of this Board of Director's role is to ensure that Project Restore Ministries finances are being addressed at the board level.

Principal Accountabilities:

Provides oversight of the ministry's finances

- Communicates with the board regularly to apprise them of Project Restore Ministries current and projected financial position, as well as current and year-to-date operations relative to budget and other benchmarks
- Presents financial statements and budgets for board approval at quarterly and annual board meetings
- Leads decision-making over matters of the operating budget, insurance, banking, and credit
- Works with the Executive Director to monitor the organization's financial position.
- Collaborates with the Executive Director to review Project Restore Ministries finances on a monthly basis.
- Provides assistance to the Executive Director with any questions or concerns about Project Restore Ministries finances.
- Ensures proper controls and policies are maintained with respect to expenses and contracts
- Leads finance committee as needed.
- Provides leadership for the finance committee
- Serves the board by taking the responsibility to do the completed staff work (straw man activities and strategic thinking) outside the board meeting in order to maintain the decision-making culture of board meetings.

General Board Principles:

Consistent with accepted board principles, board activities are to remain at the strategic level, and at no time should a board member take responsibility to manage staff or other operational resources of the organization. Any operational concerns should be directed to the Executive Director. It is the responsibility of the Executive Director to execute the strategy at the operational level.



Board Expectations:

- Board members serve a term of **3** years, with eligibility for renewal*
- Expected time commitment: approx. 10 hours per month (including meetings and committee work) as a working board.
- Attend and actively engage in **4** scheduled board meetings annually
- Serve on committees as needed (e.g. finance, governance, outreach)
- Prepare in advance by reviewing materials and reports
- To give a minimum of **\$80.00** a month

* Board members serve a term of three (3) years and may serve up to two (2) consecutive terms. After completing two consecutive terms, a board member must rotate off the board for a minimum of one (1) year before being eligible for reappointment.

Board Member Name

Board Member Signature

Board Member Start Date