

Vacancy: Vice-President of Finance (Treasurer), Board of Directors

About

The Young Professionals-Chronic Disease Network (YP-CDN) is a global health and social justice nongovernmental organization (NGO) working at global and local levels, founded in 2010 and legally established in the U.S. in 2014. YP-CDN has three domains of work: advocacy, capacity building of our members, and community-building. We aim to catalyze social and political change by targeting non-communicable diseases (NCDs)--a cause and consequence of poverty and inequity. Our mission is to mobilize young leaders to take action on the growing and unjust burden of NCDs worldwide. Our vision is to create a generation of change: a world where all people have the opportunity to lead healthy, productive lives.

Primarily, YP-CDN invests in the next generation of health leaders by equipping them with the knowledge, skills, networks, experiences and platform they need to create NCD policy and social change. As a multidisciplinary global network, YP-CDN brings together over 6,000 young professionals online through our social networking platforms and hundreds of members in-person through 9 local advocacy chapters. Our board of directors oversees governance, and the executive team have led advocacy, network growth and programming.

Role Objective

The Treasurer will hold the Board and Executive Team to account for YP-CDN's financial health, providing guidance and leadership on financial matters to the Board of Directors.

Remuneration: The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be covered.

Location: United States (anywhere)

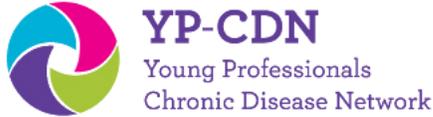
Time commitment: 6-8 Board meetings per year; Approximately 10 hours per month to deliver on responsibilities; Regular meetings with the ED and relevant Board members to deliver responsibilities.

Reporting to: The Board of Directors; Through the Board of Directors, certain duties of the Treasurer may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Treasurer.

Responsibilities

The Treasurer is responsible for ensuring that the Board of Directors and its members:

- Carries out the responsibilities of a member of the Board of Director
- Preparation of the budget
- Monitors the budget
- Ensures the Board's financial policies are being followed
- Reports to the Board of Directors and general membership on finances
- Prepares any required financial reporting forms.



- Works with the ED and President to maintain all bank accounts
- Oversees all financial transactions
- His or her signature should appear on all checks of the organization with the second signature from any of the board's other directors or staff with signing authority
- Establishment/chairing of a finance committee

Other Specific Duties

- Facilitate strategic thinking within the Board about short- and long-term financial vitality
- Develop financial literacy among all the directors
- Establish a dashboard or set of key performance indicators that tells the Board at a glance how the organization is doing on critical measures (after facilitating a discussion with the Board on what those critical measures are)
- Regularly report to the Board on that dashboard

Meetings

The Treasurer participates in Board meetings as a voting member. The Treasurer provides items for the agenda as appropriate, including updates in regards to the budget and financial forecast of the organization.

Term

The YP-CDN Treasurer (and board members) will serve a two-year term to be eligible for re-appointment for additional terms.