



BOARD MEMBER | TREASURER

Description:

UX Research and Strategy (UXRS) is a registered 501c3 organization and was founded by three former co-workers who saw a gap in the UX market. Based on community feedback, we formed a group that is dedicated to teaching topics in UX research and strategy. Our goal is to make these topics both approachable and actionable by ensuring our community members learn concrete examples of how to confidently implement user experience research and strategy methods in their day-to-day projects and work.

We are looking for a board member who will work closely with the Board of Directors and be a strategic partner to help define, plan, and execute a wide range of non-profit board activities and tasks and who is willing to evolve with the group as we continue to grow!

What you'll do as a Board Member:

- Serve a minimum of one (1) three-year term, but eligible to serve two (2) three-year terms if re-elected.
- Work together with other board members to define, prioritize, and execute strategic and administrative projects that support the UX Research and Strategy non-profit organization
- Stay informed about committee matters, prepare for and actively participate in board meetings
- Assist in planning and execution of meetups and events
- Develop, define, and streamline our non-profit processes
- Recruit and train volunteers and interns
- Drive community engagement via social media, Slack, and other outreach--including creating content and inputting posts into social media tool
- Other duties as needed

What you'll do as a Treasurer:

- Write checks
- Ensure deposits are made within a week of receipt
- Practice sound accounting practices and handle all money with high standards and set a tone of integrity
- Troubleshoot and advise the Board of Directors on financial policies
- Provide monthly financial report to the Board of Directors
- Provide yearly financial report to the Board of Directors
- File yearly US taxes on behalf of UXRS
- Ensure UXRS continues to meet 501c3 requirements
- Identify and manage risk
- Develop systems which ensure the solvency of UXRS

What you'll bring:

- Collaborative working style to build strong relationships with other board and committee members
- Experience with coordinating projects and timelines
- Excellent problem-solving skills with the ability to analyze situations, identify existing or potential opportunities, and recommend solutions
- Drive to continuously improve processes and the quality and impact of the team's work and output
- Ability to think quickly, resolve problems, and multi-task across numerous projects
- Excellent verbal and written communication
- Attention to detail
- Strong financial skills

Basic requirements:

- Attend monthly board meetings (4 hours, one weekend day per month)
- Complete monthly board tasks/projects (approximately 10 - 20 hours per month)
- Proficiency with Google suite tools (google docs, google slides, google sheets, etc.)
- 2 years work experience and proven track record of success in a professional environment

Preferred requirements:

- Previous Treasurer and/or money management experience
- Previous non-profit board experience
- Management experience