



BOARD POSITION

Treasurer, Board of Directors

About BAMS Fest, Inc.

BAMS Fest is a 501(c)(3) organization that breaks down racial and social barriers to arts, music, and culture for communities of color across Greater Boston and beyond. Its vision is to create a vibrant and inclusive arts and culture sector for the City of Boston and beyond, a sector that celebrates all artistic talents, challenges societal perceptions, and empowers and engages audiences.

Founded in 2016, BAMS Fest has demonstrated proof of concept by nurturing and elevating local artists of color and by attracting diverse audiences to performances curated from a Black perspective. In a city where gaps in equity and inclusion are perennial issues, BAMS Fest is a positive force of creative place keeping and cultural equity. It activates Franklin Park and other venues in Black neighborhoods as cultural spaces. It elevates the voices of artists and audiences of color and builds partnerships that make more spaces throughout the city welcoming to them.

Core Values

Inclusive | Engage with constituents in a way that embraces inclusion on all levels (race, socioeconomic, sexual orientation, disability, etc.), and fosters a more inclusive arts ecosystem for Greater Boston

Artist Centric | Supporting artists, particularly artists of color, both professionally and holistically. BAMS Fest believes in supporting the artist as a person, taking into account their mental and physical wellbeing, financial health, and professional development

Sustainable | Building an infrastructure, board, and programming strategy that can continue to impact the economic development of the communities and constituencies the organization seeks to serve, while contributing to the larger creative economy

Authentic | Continue to build an organization that is representative of the voice of the community we seek to serve, while also carving out a place for Black and Brown voices in the larger arts and culture non-profit sector

Collective Mindset | Acknowledge that our larger work is made up of the individual work and sacrifices of our team, and strive to create a supportive and responsible community that furthers both our programming efforts and organizational success

Overview:

The Treasurer is charged with overseeing the management and reporting of our organization's finances. Since an organization's financial management is directly tied to the Treasurer's responsibilities, the Treasurer's execution of his/her responsibilities will have a strong impact on the public's perception, trust, and assurance in the nonprofit as a whole. As a financial liaison, he or she should spend time learning the particulars of the organization's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments.



Responsibilities:

- Responsible for preparing or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
 - The budget should be reviewed and approved by the board, however, the Treasurer should be prepared to explain and justify the document.
 - Review the annual audit and answer board members' questions about the audit.
- Serve as the chair of the Budget & Finance committee
 - Manage with the Budget & Finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis:
 - The Treasurer should keep the board apprised of key financial events, trends, and concerns, and his/her/their assessments of the organization's fiscal health.
 - The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.
- Create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies.
- Oversee the management of the financial affairs of the organization, often including such reconciling bank statements, and managing cash flow.

Qualifications:

This is an extraordinary opportunity for an individual who is passionate about social justice, the arts and improving the quality of life for marginalized communities of color. This incumbent will have achieved leadership in finance, accounting, and the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified and committed board members.

Requirements:

- 5-7 years of board experience (non-profit or for-profit) with a successful track record in accounting, auditing and financial literacy
- Attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to ask questions.
- Strong written and oral communication and working in a team setting
- Comfortable with task delegation and managing teams and processes
- Interested in music, creative placemaking, social change, and creative justice
- Attendance and participation in board and committee meetings, as well as organizational programs and fundraising events.
- Keep a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner
- Have the organization's financials audited whenever required or advisable
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns

Time Commitment and Expectations:

It is critical for candidates to understand that BAMS Fest is – for now – a volunteer-run organization: both staff and board are donating their time. In other board-staff dynamics, board members can rely on staff to



take care of the details. At BAMS Fest, the board must be mindful of staff's administrative burden and lessen it as much as possible.

The Board Treasurer will be expected to fulfill the following commitments:

- A two-year term, or until a successor is elected and qualified, and is eligible for re-election for one additional consecutive two-year term.
- Attendance at four quarterly board meetings per calendar year (January – December)
- Minimum attendance in two quarterly Staff and Board meetings per calendar year (January – December)
- Attendance at the Staff and Board summer annual retreat
- Participation in at least one professional development workshop, session, or webinar to build skills in an area important to BAMS Fest's development
- Participate in ongoing strategic planning, all while contributing thoughtful, robust ideas and constructive feedback that helps to advance our mission, goals, and objectives.
- Attend BAMS Fest events and bring individuals who can financially support and / or operationally grow the organization.
- Periodically attend community events as BAMS Fest's spokesperson, as requested.

Financial Commitment

- A minimum personal give of \$1,000 with a \$2,500 get from your network (cash/in-kind services).
- Raise additional funds in ads, tickets and/or sponsorship for our summer annual fundraiser (BAMS Festival)

Compensation

- This is an unpaid volunteer position with negotiable meals and local travel allowance for donor engagement purposes.

If you are interested in being considered for this amazing opportunity, please send fill out [this application](#) and include your cover letter and resume.

If you have any general questions about our organization, please send an email to info@bamsfest.org