

**Mary Free Bed Rehabilitation Hospital
Job Description**

Job Title: Finance Chair/Board Treasurer

Department/Program: Board of Trustees

RESPONSIBLE TO: Board Chair

TERM: Three-year term, nominated on the annual slate

PURPOSE: Responsible for the oversight of the management, reporting and auditing of the organization's finances.

SPECIFIC DUTIES:

1. Attend board meetings regularly (see Board Member Expectations).
2. In the absence of the Chair, Vice-chair, and Secretary, the Treasurer shall preside at meetings of the Board of Trustees.
3. Chair the Finance Committee.
4. Responsible for assuring that financial results and Finance Committee work are reported at Board meetings.
5. Represent Finance Committee on Executive Committee.
6. Ensure compliance with Guild Reserve Powers pertaining to finance.
7. Attend Finance Committee meetings.
8. Familiarize yourself with Mary Free Bed's mission, vision, programs, and core values (Work collaboratively and innovatively, include people whose diversity reflects all those we serve, be truthful and respectful, heal with our hands and treat with our hearts, approach our work with JOY).
9. Familiarize yourself and ensure compliance with Robert's Rules of Order.
10. Participate in Mary Free Bed's activities and events, as appropriate.

PERSONAL ATTRIBUTES:

1. Demonstrate the core values: Work collaboratively and innovatively, include people whose diversity reflects all those we serve, be truthful and respectful, heal with our hands and treat with our hearts, approach our work with JOY
2. Demonstrate commitment to Mary Free Bed's mission.
3. Maintain a high standing among colleagues.
4. Be a respected citizen of the community.
5. Demonstrate breadth of understanding and a tolerance of viewpoints of others.
6. Be willing to state personal convictions and equally willing to accept the majority decision when in conflict with own standing.
7. Develop an interest in the objectives and programs of the organization.
8. *Have Fun!*