

**Mary Free Bed Rehabilitation Hospital
Job Description**

Job Title: Board Assistant Treasurer
Department/Program: Board of Trustees

RESPONSIBLE TO: Board Chair

TERM: According to position

PURPOSE: To provide support to the Board Treasurer. This position will Chair the Finance Committee meetings in the absence of the Board Treasurer.

SPECIFIC DUTIES:

1. Attend board meetings regularly (see Board Member Expectations).
2. Chair the Finance Committee as needed.
3. Report financial results and Finance Committee work at Board meetings in the absence of the Board Treasurer.
4. Represent Finance Committee on Executive Committee in the absence of the Board Treasurer.
5. Attend Finance Committee meetings.
6. Assure that financial results of the organization are reported to the Guild (Shareholder).
7. 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).
8. Propose approval of finance report at Board meetings in the absence of the Board Treasurer.
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!*