

March 13, 2024

**Southwest Women's Law Center****Board of Directors – Treasurer (Volunteer)**

The mission of the Southwest Women's Law Center ("SWLC") is to create opportunities for women in New Mexico, so they realize their full economic and personal potential. Since our inception in 2005, we have worked to eliminate gender bias, discrimination, and harassment; to lift women and their families out of poverty; and to ensure all women have full control over their reproductive lives through access to comprehensive reproductive health services and information. We seek to advance the well-being, rights, and power of women in New Mexico through legal research, policy analysis, advocacy, community and stakeholder education, and coalition work at the local, state, and national levels.

The SWLC is hoping to recruit a new board director who will serve as its Treasurer. The Treasurer position is vacant since August 2023. These are some of the duties:

- Member of Southwest Women's Law Center Board of Directors' Executive Committee.
- Serves as chair of the Finance Committee.
- Manages, with the Finance Committee, the Board's review of and action on its financial responsibilities and obligations.
- Works with the Board President to ensure that financial reports are distributed to the Board in advance of meetings.
- Leads discussion of the financial reports at Board meetings, along with analysis and recommendations.
- Assists the Executive Director in preparing the annual budget and presenting the budget to the Board for approval.
- Reviews the annual audit and answers Board members' questions about the audit and expenditures.
- Participates in the fundraising activities of the SWLC.

The Treasurer is elected in the fall and serves a two-year term beginning on January. If candidate is able to start sooner, we can discuss that. A Treasurer would be most successful if they have prior experience reviewing and /or creating budgets, reviewing financial reports, reviewing audits, and etc., preferably for 501 (c)(3) organizations.

Please email a resume and a brief cover letter to apply. If there are any questions, please email Terrelene Massey, Esq., Executive Director, at [tmassey@swwomenslaw.org](mailto:tmassey@swwomenslaw.org). Terrelene will get questions for board members to the Board's Executive Committee.