



ROLE DESCRIPTION – TREASURER – Womankind Worldwide Inc.

Womankind Worldwide Inc., the American 501(c)3 arm of Womankind Worldwide based in London, is seeking a Board Treasurer.

About Womankind Worldwide

Womankind Worldwide is an international women's human rights charity, based in London, working to help women transform their lives in Africa, Asia and Latin America. We partner with women's rights organisations in-country who are challenging discrimination and violence. Womankind delivers the essential support – funding, expertise, contacts and publicity – these women's organisations need to amplify their voice, increase their impact and bring about greater change. Last year we worked with 37 women's organisations in 15 countries.

Womankind Worldwide's vision is of a world where women are equal, secure, respected and proud. In order to achieve this, we work to:

- 1) End violence against women
- 2) Increase women's participation and voice in society and politics
- 3) Secure women's human rights through influencing policy, raising funds and changing attitudes
- 4) Strengthen Womankind to ensure maximum impact

Womankind Worldwide was founded by Sir Alec Reed of Reed Employment plc. His aim was to set up a charity to support women in developing countries, which he would finance for three years through Reed Employment and through Reed Charity, and the charity was launched on International Women's Day in 1989. Since our beginning, we have provided funding, training and networking and learning opportunities to millions of women, girls and their families in Africa, Central and South America, South Asia, Eastern Europe and the UK. We are now establishing an American 501(c)3 arm of Womankind for fundraising and awareness building purposes

Role Purpose

1. To lead the Board in ensuring that the organization's legal financial obligations are met
2. To oversee the financial transactions of the organization
3. To take a leadership role in fundraising.

The responsibilities of the Treasurer will include:

- Leading the board in ensuring that Womankind Worldwide in America operates within the legal financial guidelines as set out in current legislation and its own policies
- Keeping accounts of all income and expenditure, to include, but not limited to banking cheques, processing credit card payments, writing receipts and making overseas transfers
- Preparing the Annual Accounts and tax return to the IRS
- Assisting the President in setting the fundraising and grantmaking strategy
- Liaising with the senior staff of Womankind Worldwide internationally to keep up-to-date with the charity's affairs
- Representing the charity at functions, meetings and acting as spokesperson as appropriate.

Person specification for the Treasurer:

In addition to the qualities needed by all Board members, the Chair should also possess the following:

- ♦ Professional accountancy or similar qualification
- ♦ Experience of working with committees
- ♦ Tact and diplomacy

- ♦ Good 'people' skills
- ♦ Impartiality, fairness and the ability to respect confidences
- ♦ Experience of or interest in international development

For more information on Womankind and our work, please visit our website at www.womankind.org.uk. For questions regarding the Board positions or to apply, please contact Laura Quinn at Laura2@womankind.org.uk.