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About Space 4 Art

Founded in 2009, Space 4 Art is a creative incubator where artists of various disciplines, cultures, and backgrounds come together to inspire one another and collaborate. Our mission is to establish a dynamic creative center where artists live, work, mentor youth, and interact with the community in an innovative and educational environment. Our goals are to:

1) Provide affordable spaces for artists to live and work in community, in order to:

- attract more artists to San Diego
- grow the city's arts and culture scene
- kindle the creative economy

2) To build an Arts Center that is:

- wholly owned
- multidisciplinary
- community-based

Our Arts Center will affordably house and showcase artists of all disciplines, serve as an arts education and resource center, and provide cutting-edge cultural offerings for the region.

For the past 14 years, we have saved San Diego artists hundreds of thousands of dollars in rental costs. Our current rental rate for live/work space is less than half the cost of the average residential rental in San Diego County. Our rate for work studios is about 40 percent below the average cost for local commercial space. Artists have access to communal space and a wood/metal shop. All utilities and high-speed internet are included.

Space 4 Art pays artists to offer meaningful, mentor-based arts classes to students in underserved neighborhoods, at no cost to the students. Through our innovative "STEAM to the Streets" program, we combine STEM+Arts with project-based learning to help students acquire skills, engage with the arts, and increase civic engagement. We believe art empowers all of us, and that inclusive, culturally sensitive art-making leads to healthy growth in marginalized communities.

Board Treasurer - Role Description

As we step into our 15th year in 2024, Space 4 Art is looking to grow its executive leadership, specifically in the role of Board Treasurer. The board treasurer plays a vital role in managing the financial health of the organization, including presenting financial reports to the board, ensuring alignment of the organization's mission with the operational budget, and planning for the organization's financial future.

Our board treasurer will assume responsibility over our financial obligations, serve as chair in our Development committee to assist with fundraising ideas, and ensure legal compliance with the proper receipt and distribution of funds. Successful candidates in this role will have technical accounting skills to oversee funds collected and distributed, experience with investment management to grow the organization's funds and expand our community reach, and organizational leadership experience to help direct Space 4 Art's financial future.

RESPONSIBILITIES

In accordance with Space 4 Art's Bylaws, the responsibilities of the Board Treasurer include tasks related to the execution of instruments, deposits, and funds. As such the treasurer shall, in collaboration with administration:

- Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors.
- Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.

- Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

Additional responsibilities not defined in the Bylaws will include:

- Generating financial reports with administration
- Creating an operating budget with administration
- Provide strategic planning and direction to administration and the board
- Monitor the organization's current and future financial health
- Review operating budgets and make changes when necessary
- Define and follow statutory and regulatory financial deadlines and responsibilities
- Establish and distribute the organization's financial policies and procedures
- Prepare audits, whether annual or continuous audit reports
- Develop financial goals and the measures to achieve them
- Align financial goals with the organization's mission
- Identify and manage risk
- Safeguard the organization's assets, data, and sensitive information

SKILLS & EXPERIENCE

- **Accounting skills:** Professional accounting experience is strongly desired, as are investment skills to manage and grow the organization's funds, specifically through capital campaigns, donor engagement, and other creative funding structures.
- **Organizational leadership:** An understanding of, and experience with, good financial management and reporting practices in order to best prepare the board and members for success.