



Seeking: Board Treasurer

Teens to Trails was founded in 2006 and has become a widely respected organization with an innovative method for making a positive impact on the lives of youth by sharing time outside. We work with 60+ middle and high schools across Maine, and maintain strong partnerships in Maine's outdoor recreation business community.

We prioritize great governance, fiscal responsibility, and enjoy sharing time outside.

Teens to Trails seeks a Treasurer to join our Executive Committee and provide inspirational and informative leadership in the financial life of our organization.

Desired skills and characteristics

Knowledge – Enjoyment and understanding of financial reports, and non-profit accounting, including internal controls. We operate on an accrual basis, track restricted funds, and have an annual operating budget of <\$400,000. We hire a professional bookkeeper to prepare monthly financial statements and an accountant to prepare our 990. Fiscal year July 1-June 30.

Communications – Promote financial literacy and translate financial information and financial concepts for the board & staff. The Treasurer provides a financial update at quarterly board meetings, and collaborates with the Executive Director and staff bookkeeper to lead monthly finance committee meetings.

Strategy & Planning - Bring financial familiarity and leadership to the organization, identifying strategies to enable long term goals that connect finance and mission. Partner with the Executive Director to develop a sound annual budget.

Interested in sharing your financial skills and experience with our mission of connecting Maine youth to life-changing outdoor experiences?

Please contact Executive Director, Alicia Heyburn alicia@teenstotrails.org



Our History

In 1988 Carol & Bob Leone left their jobs with the National Park Service & Appalachian Trail Conference to raise their family in a place where people loved the outdoors - Maine. They were surprised that many of the families they met were not taking advantage of Maine's wonderful wild places, and became concerned that children were becoming increasingly disconnected from the outdoors. In 2005, they tragically lost their 15-year-old daughter, Sara, in a car accident. To honor Sara's memory, her love of the outdoors, and to offer a way for students of Sara's age to have access to outdoor experiences, they founded Teens to Trails.

What We Do

- Help middle schools, high schools and community organizations start and sustain [outdoor clubs](#) as a way to build community, and appreciation for nature by sharing time outdoors.
- Offer [turn-key trips and programming](#) that focus on outdoor skill building through play and exploration in a group setting.
- Provide [grants](#) and offer [trips](#) to help groups purchase gear and overcome other cost barriers to getting kids outside
- Share advice, guidance and offer mentorship to registered outing clubs
- Offer [scholarships](#) for immersive outdoor summer experiences





Board of Managers Expectations

To remain effective, trusted and fiscally frugal, the Board of Managers is attentive and engaged in leading some aspects of the organization and advising in others.

Governance

1. Attend quarterly board meetings.

Board meetings are important in part because this is where the Board exercises their fiduciary responsibility. Board meetings are held once each quarter, usually on the second Thursday (Sept, Dec, March, June).

2. Make a commitment to learning about board service.

Each board member has a fiduciary duty to Teens to Trails. Furthering knowledge on governance issues brings helpful insights back to the organization.

3. Handle sensitive information appropriately.

Be thoughtful and mindful of sensitive information, adhere to our conflict of interest policy.

Leadership

4. Serve actively on a committee, offer guidance and strategic perspectives.





Outreach

Act as an ambassador for Teens to Trails, promoting our mission and encouraging others to learn about us and get involved.

5. Attend or initiate at least one student program or outreach event per year

It is really important for the Board to know the impact we have, and this happens by seeing Teens to Trails in action.

Fundraising

We encourage board members to participate in these fundraising activities:

6. Personal notes and calls

Write a letter to the editor, your friends, your professional networks promoting Teens to Trails and thanking them for their support

7. Host, co-host or attend an event

Host an event to build support for Teens to Trails. Hold a trail walk, a picnic, sponsor an outing, or set up a table at a public event. You are our best ambassadors!

8. Business Connections

Business Sponsors support our core programs at Teens to Trails. Include your affiliation with Teens to Trails on your LinkedIn profile. Share & like our posts.

9. Make a financial contribution to Teens to Trails

Gifts that are personally significant support Teens to Trails, and set an example to other donors: we aim for 100% of Teens to Trails Board to participate in annual giving.

