WILASC

WHIDBEY ISLAND LANGUAGE, ART & STEM CENTER

Founding Treasurer / Board Officer

Volunteer Board Position — WILASC (nonprofit in formation)

Core commitment: 2–4 hours per month · Quarterly or Bimontly board meetings · Volunteer, unpaid

Mission and Vision

WILASC exists to make rich, hands-on enrichment education a normal and accessible part of growing up on Whidbey Island — world languages, art, music, and STEM programs for children ages 4–16, offered through afterschool classes, summer camps, and workshops across South Whidbey, Coupeville, and Oak Harbor. We began because island families were searching for but could not find opportunities that should have been available closer to home.

We envision an island where every child can follow their curiosity regardless of what their family can afford. Becoming a nonprofit is how we get there: it lets us pursue grants and community support, offer sliding-scale tuition and scholarships, and build something that outlasts any one person. Sound financial stewardship is what makes that promise credible — which is where the Treasurer comes in.

The Role

This is an oversight and governance role, not a bookkeeping position. The Treasurer helps the Board understand the organization's financial health and brings an independent perspective to financial matters. Day-to-day bookkeeping and financial administration are handled by the Executive Director and/or accounting professionals.

Washington law (RCW 24.03A.585) requires a nonprofit corporation to have a Treasurer, but does not prescribe an operational checklist — duties are set by the bylaws and the Board. Officers must act in good faith, with ordinary prudence, in the organization's best interests, and must raise material concerns (RCW 24.03A.590).

That same statute also protects you: an officer may reasonably rely on financial statements and reports prepared by staff, accountants, or counsel. You are exercising judgment about the numbers — not personally guaranteeing them.

What We Ask

The core expectations, totaling roughly 2–4 hours per month with a little extra around budgeting and tax season:

- Attend regular Board meetings and give a brief financial update.
- Review financial reports and monitor overall condition — revenue, expenses, cash position, and performance against budget.
- **Review bank and credit card statements quarterly,** received directly from the financial institution, independently of whoever records transactions. About twenty minutes, four times a year.
- Ask questions and raise concerns about significant financial matters.

- Review the proposed annual budget before it goes to the Board for approval.
- Review year-end financials and the annual IRS return (Form 990, 990-EZ, or 990-N, depending on revenue) before filing. Our CPA prepares the return.
- Help ensure reasonable financial policies and internal controls are in place.
- Participate in annual conflict-of-interest disclosure and recuse from related-party decisions.

Optional: Where You Could Do More

None of the following is required. Pick anything that matches your interest, expertise, and time – we can discuss and agree on a final list of responsibilities that fit with your comfort level.

- **Financial planning —** projections, cash-flow forecasts, operating reserves, long-term sustainability.
- **Budgeting —** deeper work on annual and program-level budgets, budget-to-actual analysis, scenarios for new programs.
- **Grants and funding —** reviewing grant budgets, financial information for funders, sustainability of grant-funded programs.
- **Policies and systems —** internal controls, reimbursement and purchasing procedures, better reporting or dashboards.
- **Finance Committee —** chairing one if established, recruiting additional financial advisors.
- **Strategic decisions —** major purchases, facility or staffing analysis, risk and expansion questions.
- **Fundraising support —** communicating our financial stewardship to donors and funders, introductions, joining major-donor conversations.
- **Executive Director support —** an occasional sounding board when complex financial questions arise.

What the Treasurer Is Not Expected to Do

Unless you specifically volunteer: bookkeeping or transaction entry, maintaining accounting software, paying bills, processing payroll, depositing payments, bank reconciliations, preparing tax returns, managing receipts and expense documentation, or any routine daily banking.

Practical Details

- **Status.** WILASC is incorporating in Washington State and preparing its IRS Form 1023 application. Current board: Hai Anh Vu, Laura McAlister
- **Founder disclosure.** WILASC (name may be chaged) is founded by Hai-Anh Vu, who also owns Whidbey Island Language, Art & STEM Center LLC, an existing local learning center. Some programs or resources may be shared with or transferred from the LLC. Any such arrangement will be documented in writing at fair market value and approved by the Board with the founder recused. A conflict-of-interest policy is adopted at our first Board meeting.

- **Eligibility.** The Treasurer may not be an employee or paid contractor of WILASC or WILASC LLC, or a family member or business partner of the Executive Director. That independence is the point of the role.

- **Commitment.** We're hoping for a two-year commitment so we can build some continuity, though officers are appointed by the Board annually and you're free to step down at any time. The Board meets bi-monthly or quarterly, (remote-friendly with occasional in-person).

- **Compensation.** Unpaid volunteer position; reasonable expenses reimbursed.

- **Insurance.** We don't yet carry Directors and Officers liability coverage. It is budgeted, and we intend to have it in place before our first full program year.

Who We're Looking For

Experience in **finance, accounting, banking, business ownership or management, budgeting, nonprofit management,** or **financial analysis** is helpful. Formal accounting credentials are not required.

Most of all, we want someone who exercises sound judgment, is comfortable asking thoughtful questions, values transparency and accountability, and cares about expanding educational opportunities for children and families on the island.

Contact

We welcome interested individuals to contact us with questions and informational meetings. Please contact Hai-Anh Vu at hello@wilasc.com or 360 672 5882.

Note and Sources

This description distinguishes statutory officer obligations from organizational expectations and optional contributions. It is a practical recruiting and governance document, not legal advice.

- RCW 24.03A.585 — Officers and duties: https://app.leg.wa.gov/RCW/default.aspx?cite=24.03A.585
- RCW 24.03A.590 — Standards of conduct for officers: https://app.leg.wa.gov/RCW/default.aspx?cite=24.03A.590
- IRS — Board Review of Form 990: https://www.irs.gov/charities-non-profits/exempt-organizations-annual-reporting-requirements-form-990-part-vi-and-schedule-l-board-review-of-return