



## Board Treasurer Job Description

### WHO WE ARE:

For 38 years, The Chicago Ensemble has brought a fascinating array of chamber works to Chicago audiences. Offering an innovative mix of familiar masterworks and lesser-known repertoire, performed in varied combinations of instruments and voice, The Chicago Ensemble occupies a unique place in Chicago's cultural life. Outstanding musicians from the Chicago Symphony Orchestra, Lyric Opera Orchestra, Chicago Sinfonietta and other distinguished area organizations are brought together as The Chicago Ensemble by Gerald Rizzer, Artistic Director and pianist. Through the *Discover America* competition for new chamber works, The Chicago Ensemble introduces Chicago audiences to innovative works by contemporary composers.

The Chicago Ensemble performs 10 subscription concerts per year, comprising five programs each in Hyde Park and the North Side. The group has often been featured on WFMT.

Learn more at: <http://thechicagoensemble.org/>

### DUTIES:

1. Manages finances of the organization.
2. Records all financial transactions using Intuit QuickBooks.
3. Provides regular fiscal reports.
4. Provides annual budget to the board for members' approval.
5. Propose financial policies and procedures.
6. Attends concerts

### TIME COMMITMENT:

8 hours/month