

Treasurer

Purpose of Position: Acts as the volunteer financial officer of the organization and Chair of the Finance Committee

Length of Service: Two (2) year term as Treasurer following one (1) year term as Treasurer-Elect

Expected Time Commitment: From June through February, the Treasurer should expect to spend an average of two (2) hours per week. March through May will require up to four (4) hours per week due to the Annual Meeting.

Position Reports To: Affiliate President and Executive Director

Positions Reporting to Treasurer: Treasurer-Elect as applicable

Position Requirements: A member of the Academy of Nutrition and Dietetics (AND), and therefore a member of the Virginia state affiliate, in the Active, Retired, or Life classification.

An Ideal Treasurer Is:

1. A member of his/her district association
2. Experienced on the Board of Directors (BOD) within the past five (5) years
2. Experienced with financial management and use of accounting software
3. Detail-oriented
4. Experienced with committee work
5. Able to process reimbursement payments and financial matters on a timely basis in the event of an absence of the Executive Director.

Responsibilities:

1. Serve as a voting member of the Board of Directors and Executive Committee
2. Assist the Executive Director, if needed, to receive and have custody of all organization funds and securities; deposit these monies in the name of, and to the credit of the organization in such depositories as designated by the BOD
3. Advise district treasurers on financial matters as necessary
4. Schedule and coordinate the fall (typically October) Finance Committee Meeting; prepare draft budget in advance of the meeting with input from the President-Elect and other Board Members to reflect program of work
5. Pay all bills and reimbursements using the Disbursement Request Form if the Executive Director is unavailable for an extended period of time.
6. Assure that financial records are maintained and accessible as required
7. Prepare financial and BOD documents for the annual audit by a CPA contractor
8. File all IRS documents at the appropriate time
10. Perform other duties as directed by the AND, affiliate President, and Board
11. Update position files and orient incoming Treasurer-Elect at the end of term
12. Review this position description at end of term and provide updates/changes to Executive Director

Reporting Duties:

1. Present proposed budget to the BOD for approval
2. Help the Executive Director report the YTD financial status of the organization to the membership at the Annual Business Meeting
3. Prepare quarterly YTD report of income and expenses for all line items for the BOD at scheduled meetings and upon request. Provide hard copy of any verbal report made to the Board to the Executive Director for inclusion in the meeting minutes.
4. Review all posted reports prior to each board meeting

Desired Results: The affiliate association's financial situation remains sound and transparent with the recommended 50% of operating budget in reserve at all times

Travel Requirements:

1. All in-person meeting of the Board of Directors and orientation/training retreat
2. Finance Committee Meeting (s) and other subcommittee meetings as required
3. Affiliate Annual Meeting

Resources:

1. Affiliate Resources page on the AND website
2. Executive Director

Benefits for Volunteering in this Position:

1. Opportunity to give back to the profession and advance its future in Virginia
2. Leadership experience to enhance career path
3. Built-in networking and team-building opportunities that help build lasting relationships

What Treasurers Include in their Resumes:

1. Experienced in *Quicken Pro 2009* (or other) software to track income, expenses, and prepare reports
2. Assisted in the development, approval and management of \$ budget for a # member association
3. Responsible for a # member non-profit association operation fund and investment accounts totaling over \$

Leadership Advancement: Other leadership positions on the BOD including President and Delegate; national committees and offices

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