

CAND TREASURER-ELECT

PURPOSE: Learn the role of the Treasurer so as to be able to fulfill the role in the subsequent year as Treasurer. Duties focus on oversight of funds, financial reports and other financial duties within the organization.

ELECTED OR APPOINTED: Elected by the membership

DURATION OF POSITION: One (1) year term as treasurer-elect; two (2) years total, including serving in the role of treasurer-elect and treasurer.

TERM OF OFFICE: Officially becomes treasurer-elect at the beginning of the first business meeting of the fiscal year.

VOTING/NON-VOTING: Voting

LINE OF COMMUNICATION: Reports to the president

QUALIFICATIONS:

An ideal Treasurer will...

- Be a member of the Academy of Nutrition & Dietetics
- Have experience with financial management
- Be detail oriented
- Have experience with committee work
- Provide timely follow-up on all financial matters

OVERVIEW OF POSITION: The treasurer-elect shall be responsible for the financial status of the organization. The treasurer shall prepare appropriate financial reports for board meetings in addition to reporting the Colorado Academy of Nutrition and Dietetics financial status to affiliate members annually.

GENERAL RESPONSIBILITIES:

The treasurer shall...

- Attend board of director's meetings.
- Serve as a member of the finance committee.
- Work closely with Treasurer in learning roles and responsibilities to ensure continuity – including preparation of the annual budget, conducting financial reviews, and making financial recommendations to the board of directors as necessary.
- Willingness to commit time and talent to special projects and/or task force assignments from the board of directors.

BENEFITS OF VOLUNTEERING IN THIS POSITION:

- Opportunity to give back to your profession.

- Gain experience that can help your career.
- Networking opportunities that help build lasting relationships.