

Treasurer

Purpose of position: Acts as chief volunteer financial officer of the organization and chairs the Finance Committee.

Length of service: Two (2) year term, re-elected in opposing year the secretary is elected.

Expected time commitment: This will vary depending on the size of the affiliate.

Position reports to: Affiliate president

An ideal treasurer:

- Has experience with financial management
- Is detail oriented
- Has experience with committee work
- Is able to turnaround reimbursement payments on a timely basis
- Provides timely follow-up on all financial matters.

Responsibilities:

- Maintain full and accurate account of all monies and obligations received and paid or incurred for or on account of the affiliate.
- Signs all checks of the affiliate, except in cases stipulated by the Board or in the bylaws.
- Advises the Board in the preparation of the annual budget.
- Approves the collection and disbursement of all monies and authorizes contracts and service agreements.
- Approves reimbursements to Board members for expenses listed in the program of work.
- Works with the President-elect and finance committee to prepare the budget to reflect the program of work.
- Assures that financial records are maintained and accessible as required.
- Prepare and update treasurer files for end of term of office. Provide files and orient next fiscal year's treasurer as to duties of the office.

Reporting duties:

- Reports the affiliate financial status to affiliate members annually.
- At least quarterly, prepares appropriate financial reports for Board meetings.

Travel Requirements: Attendance at all Board Meetings and at the affiliate Annual Meeting

Resources: Affiliate Resource page contains training videos, policy and invoice templates and other resources. (www.eatright.org/affiliate-resources)

Benefit for volunteering in this position:

- Great way to stay involved in the affiliate.
- Opportunity for someone to join the ranks of leadership.

What treasurers place in their resumes:

- Created and obtained board approval for a \$## budget for a #-member association
- Managed financial obligations and statements for [affiliate name]

Leadership Advancement: Most treasurers, if looking to become further involved, advance to the president-elect or an ADA national board of directors position.

Affiliates should customize details according to their expectations for the leader.