

Washington State Academy of Nutrition and Dietetics
EXECUTIVE BOARD POSITION DESCRIPTION

TREASURER

Term: 2 years

Time Commitment: The position of the Treasurer requires approximately 2-4 hours per month, depending on the strategic plan, scope of work and routine responsibilities.

Qualifications

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification, and a Washington State affiliate member.
- ✓ Active in state and/or district dietetic association activities.
- ✓ Ability to manage financial records in an organized manner.
- ✓ Available to serve in the office for two (2) consecutive years.

Roles

- ▶ Serves as a voting member of the BOD.
- ▶ Serves as Chair of the Finance Committee.
- ▶ Serves as advisor to the Fundraising Committee (if established).
- ▶ Serves as the Academy Foundation liaison.

General Duties

- Oversees the fiscal affairs of the association
- Completes quarterly fiscal audits.
- Reviews monthly financial reports received from the Executive Director.
- Reviews nominations for Outstanding Student of the Year awards (or others as assigned).
- Communicates with the Academy Foundation regarding fundraising opportunities and highlights benefits of the Foundation to WA Academy members

Note:

- Volunteers may not accept honorariums for work done as part of the Washington State Academy strategic plan and program of work.
- Volunteers are required to sign a conflict of interest statement at the beginning of each year.
- Treasurer is required to establish identity with the organization's host bank and provide information on personal bank account for protection/collateral. This is coordinated through the Executive Office.

Specific Duties

- Coordinates a yearly meeting of the Finance Committee (President, President Elect, Past President and Executive Director) for financial planning purposes (usually held prior to conference).
- In conjunction with the Executive Director, prepares a yearly budget based on financial history and information submitted by executive board members and committee chairs (in conjunction with the strategic plan and program of work).
- Completes annual review of financial records.
- Signs all checks.
- Serves as the Academy Foundation liaison.
- Performs other duties as directed or requested by the Academy or the BOD.

General Schedule

June

- Attend June Board Meeting (if held). Prior to the beginning of term: attend training with previous treasurer. Sign all banking signature forms (these forms typically need to be signed each year and may be signed in April).
- At end of first/second year: Present and finalize budget for new fiscal year (if not already complete).

July

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.

August

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.
- Complete quarterly audit.

September

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.

October

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.

November

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.

December

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.
- Consult with Executive Director and conference chair(s) on proposed registration rates.

January

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.
- Receive and review award applicants.

February

- Receive from Executive Director and review monthly financial activity statement.
- Attend board meeting. Present YTD financial report.
- Conduct Finance committee meeting to begin budget preparation process for next fiscal year.

March

- Receive from Executive Director & review monthly financial activity statements.
- Attend board meeting. Present YTD financial report.
- Co-present the proposed budget. (Goal is to have approved budget prior to conference).

April

- Work with the Executive Director and prepare a financial report to make available to general membership.
- Compile treasurer's report to cover the fiscal year for board meeting at annual meeting.
- Attend board meeting associated with Annual meeting. Present YTD financial report.
- Attend annual meeting.

May

- Review final conference financials.
- Receive from Executive Director and review monthly financial activity statement.
- Complete end of year audit
- Train incoming treasurer (if applicable)

NOTE: Board meetings are conducted virtually.