



## Job Description: Treasurer

Board: Executive Board

Committee:

Team Chair: No team chair

Finance Committee Chair

Report to: President

Voting Status: Voting

Elected Position: Elected

Term of Position: 1 year

Effective Date: June 1<sup>st</sup>

Responsible for Budget: Treasurer

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

### **Meetings**

- Attend IAND Board Meetings and Annual Meeting.
- Submit agenda items to President per IAND calendar.
- Participate actively at Board meetings.

### **Reports**

- Provide an Annual Report to the President, if requested.
- Provide treasurer's report at each Board of Directors Meeting
- Other reports as required

### **Budget**

- Plan IAND yearly budget as chair of the finance committee.
- Adhere to budget and become familiar with budget process for the Association
- Prepare a budget for the position for the next year, in cooperation with the next person in the position

### **Newsletter**

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)

### Objectives:

- Chief financial officer of IAND
- Deposit and disperse monies in the name of the association.
- Keep full and accurate account of all receipts and disbursements.
- Provide financial direction in planning the annual budget to the association and report to the Board of Directors financial status quarterly

# Indiana Academy of Nutrition & Dietetics

## Job Description: Treasurer

### Length of Term Responsibilities:

- Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual
- Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers
- Participate in assigned Initiative Team and in the development of its program of work and accompanying budget.
- Prepare a plan of work for the year.
- Serve as a member of the Board of Directors and its Executive Committee.
- Be the Chief Financial Officer of the Association
- Deposit and disburse monies in the name and to the credit of the Association through such depositories as may be designated by the Board of Directors.
- Be responsible for keeping full and accurate accounts of all receipts and disbursements.
- Report the financial status of the Association to the Finance Committee and the Board of Directors as requested and to the members at the business meeting.
- Serve as chair of the Finance Committee.
- Serve as a member of the Scholarship and Annual Meeting Committees.
- Arrange for the financial reports of the Association to be audited annually.
- Have any and all other powers and functions usually vested in the office of treasurer.
- Formulate and audit the financial records by Indiana Central Office.
- Assist president elect with the annual budget.
- Provide current treasurer's report to the Executive Director after each board meeting to post to the member only section on the IAND web site.
- Provide properly prepared expense reports.
- Respond to request from the Academy regarding position activities.
- Perform other duties as assigned by the IAND President.
- Review Job Description and submit suggested revisions to IAND President before April Board meeting.

### ***Resources available from the Academy:***

Affiliate Resource page contains training videos, policy and invoice templates and other resources.

([www.eatright.org/affiliate-resources](http://www.eatright.org/affiliate-resources))

Under Financial Management

Budget development and management toolkit and training Webinar

Resources and templates are subject to change.

Sample financial policies for affiliate use

Financial best practices information

Automatic deduction of insurance and credit card fees from rebate checks

Direct deposit of affiliate rebate into affiliate checking account