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| **Job Title:** | Treasurer | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Two years:Year 1 - Treasurer ElectYear 2 - Treasurer, Operations Pillar Chair | **Member, Executive Committee:** | No (Year 1)Yes (year 2) |
| **Route to Office:** | Elected | **Voting Member of the Board:** | No (Year 1)Yes (year 2) |
| **Accountable To:** | UAND Board of Directors; Academy of Nutrition and Dietetics (AND) |

**Position Purpose**

* Safeguard and grow the financial resources of the organization.
* Keep financial records and submit reports required by the Academy, state and federal oversight organizations.
* Advise President and Foundation Chair in financial matters.

**Priority Job Responsibilities**

This section outlines the most important duties of this position. These responsibilities must be performed in order to maintain reasonable functioning of the organization. The incumbent must find a replacement to fulfill the responsibility whenever she/he is unable to carry out the designated responsibility:

* Provide an up-to-date copy of the budget to all UAND board members prior to each quarterly board meeting.
* Attend all UAND official board meetings. Be prepared to write reimbursement checks to give to board members at quarterly board meetings.
* Attend UAND Annual Meeting. Be prepared to write reimbursement checks to give to board members (especially Annual Meeting Chair).
* Year 1 – Act as primary replacement for Operations Pillar chair and Treasurer whenever she/he is unable to complete duties.
* Year 2 – Be prepared to report Operations Pillar information in all official board meetings. Present official Operations Pillar report at annual meeting.

**General Job Responsibilities**

**Job Function – Communication**

1. Work with all board members to understand financial transactions including expenses and sources of revenue whenever a question arises.
2. Work with the President and Executive Director for any budget related questions.

**Job Function – Meetings**

1. Attend all quarterly board of directors meetings to manage financial transactions, to participate in board activities and to present current budget report.
2. Attend annual meeting to manage financial transactions and to present the annual budget report to date.
3. Year 2 - attend all quarterly board of directors meetings to report on Operations Pillar activities. Contact Operations Pillar members prior to board meetings for information that needs to be shared.

**Job Function – Fiscal Activities/Financial Responsibilities**

1. Year 1 - Review the budget spreadsheet (from the Executive Director). Especially review instructions for the spreadsheet.
2. Year 1 - Carefully review the budget policy. Be prepared to follow budget policy guidelines throughout the two year Treasurer term.
3. Year 1 - Be prepared to take over checkbook and budget responsibilities mid-year.
4. As members submit reimbursement requests, write and mail reimbursement checks to members in a timely fashion.
5. Maintain the budget spreadsheet with current information by reviewing expenses and revenue on a regular basis (weekly is encouraged) and entering information in the appropriate spreadsheet areas.
6. As money for the organization is received, deposit the funds in the bank as speedily as possible.
7. Work with the Foundation Chair to appropriately manage foundation funds. Maintain current foundation account information on the budget spreadsheet.
8. Year 1 - Work carefully with the Annual Meeting Chair to finalize a report of expenses and revenue from the annual meeting to be presented at the May Board of Directors meeting (the budget spreadsheet should assist with this work).
9. Year 1 - In May and at the end of the fiscal year present the current budget at the Board of Directors meeting. Work with board members to compare past year's budget and actual expenses and revenue.
10. Year 2 - Work with bank representatives and the Executive Director to assure that appropriate bank paperwork is processed for UAND authorized individuals and check signers.
11. Year 2 - At the first Board of Directors meeting in June present the new budget for the coming fiscal year from budget figures submitted by board members (see budget policy).
12. Year 2 - Manage checkbook and budget responsibilities for the first half of the fiscal year. Hand over these responsibilities to the Treasurer Elect mid-year.
13. Year 2 - Work with the UAND accountant and Treasurer Elect to complete and submit all necessary income and sales tax returns.
14. Year 2 - Prepare IRS 1099 forms for the Executive Assistant and Lobbyist no later than January 31.
15. Year 2 - Prepare IRS 99 easy form to be filed annually; submit copy to the Academy.

**Job Qualifications**

**Minimum**

Must be:

1. A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) and member of the Academy of Nutrition and Dietetics (AND) and UAND.
2. Able to work independently with very little supervision, meeting deadlines and goals as required.
3. Familiar enough with spreadsheet software to enter financial data.

**Preferred**

1. Budgeting, accounting or other financial experience.
2. Experience in fiscal management and administration.

**General Physical Demands and Working Conditions of Job**

1. Must be able to work effectively under high stress conditions.
2. Must be able to spend appropriate time each week on UAND activity.
3. This job involves numerous critical deadlines. Timeliness and attention to detail, accurate math skills and knowledge of investing are helpful.