



Job Description: **Treasurer Elect**

Effective Date: **1/2018**

Approved by: **APIC MN Board of Directors**

Review/Revise Date: **5/2023**

1. General Description

- Complete a conflict of interest statement prior to or at your first board meeting in December and update this document during the year if there are changes in status
- Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings if requested
- Review job description annually and update as needed (October)
- Review, at least annually, the APIC MN website for content pertaining to your role on the Board. If you wish to make changes to the website, provide the Communication Director these changes.
- Become familiar with APIC MN Policies (see APIC MN websites).
- Attend National APIC orientation for Leaders and become familiar with the resources for the Treasurer.

2. Specifics of Job

- The position is a one year term.
- Serve as a voting member on the Board of Directors.
- Prepare to assume the office of Treasurer for the following two years.
- Assume the office of Treasurer automatically, should the office become vacant.
- Exercise all powers to perform the duties of the Treasurer in the latter's absence or inability to act.
- Assist with treasurer responsibilities when needed
 - Review annual budget
 - Assist with annual tax forms (1099, 1096, 990-EZ, etc.)
 - Complete paperwork to access Bank Accounts
 - Write checks in absence of Treasurer
 - Participate in APIC national treasurer meetings when able