



Job Description

Job Description: **Treasurer**

Effective Date: **2005**

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

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

1. General Description

- Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Submit your contact information to the Secretary to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document
- 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
- Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for the News and Views at least once during the year relative to activities. This is to include an annual summary report.
- 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
- Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.
- Become familiar with APIC MN Policies (see APIC MN website).
- Become familiar with National APIC Chapter Treasurers' Manual and other resources.
- Attend National APIC Treasurer Calls and Chapter Leader Calls

2. Specifics of Job

- A. Term: 2 years as an elected voting member on the Board of Directors.
- B. CIC certification required.
- C. Establish, manage and maintain all records related to the financial business of APIC Minnesota (Chapter # 18 of the Association for Professionals in Infection Control and Epidemiology, Inc.) and transfers to the incoming Treasurer. After consultation with APIC National CFO, APIC MN chapter goal will be to have a minimum of \$50,000 in total assets and this should be reviewed annually.
- D. Specific job responsibilities:
 - 1. Maintain viable accounts.
 - a. Establish a checking, and when appropriate, savings account and safe investments in



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- the name of APIC-Minnesota (Chapter # 18 of the Association for Professionals in Infection Control and Epidemiology, Inc.). Refer to APIC MN Investment Policy #19.
- b. Maintain the Chapter's financial transaction logs for each account.
 2. Manage all sources of income.
 - a. Deposit all receipts in the Chapter's checking or savings accounts.
 - b. Record each source and amount of income in the Chapter's checking account or savings register.
 - c. Record each source and amount of income in the Chapter's income spreadsheet.
 - d. If assigned to do so, send donation acknowledgment to donors.
 3. Manage all disbursements/payments.
 - a. Manage reimbursement of Board Members and other members authorized by the Board or Committee Chairs on an approved voucher form or bill statement. Receipts shall be attached as required. The "Expense Voucher Form" is available on the APIC MN website. (APIC MN Policy # 08 Expense Vouchers) Expense vouchers must be submitted to the Treasurer within 60 days of the event. If unable to submit a voucher within 60 days, the submitter must notify the APIC MN Treasurer.
 - b. Manage payments for approved expenditures and/or purchases directly to the firm or individual, as requested by written bill, voucher, or statement.
 - c. Maintain records of payments.
 - d. Record each disbursement according to line listing, in the Chapter's expense spreadsheet/budget worksheet.
 - e. Prior to attending a Conference, assure that the APIC MN Board and Committee Chairpersons have received "Guidelines Policy for Educational or National Conference Expenditures."
 4. Transfer moneys to and from savings, CD's, and other investments as the need dictates.
 5. Provide for prompt and effective communications regarding finances with all APIC MN Chapter Officers and members.
 - a. Report monthly income, expenses, balance on hand, and total assets at each Board Meeting.
 - b. Publish a yearly proposed budget report in News & Views.
 - c. Issue alerts to the Chapter President and APIC National Treasurer and other designated persons of over-expenditures or potential crises in budgetary management.
 6. Provide continuous supervision of the Chapter's financial status.
 - a. Continuously review expenses to date and compare with anticipated income.
 - i. Anticipate and discuss with the Chapter President and the APIC National all potential problems.
 - ii. Suggest methods of budget reductions, if required.
 - iii. Provide quarterly, if applicable, and year to date expenses to each Committee or expense generating group.
 - b. Maintain active communication with the APIC National CFO to obtain advice as needed and to keep abreast of all requirements of your role.
 7. Maintain accurate records of all financial matters and retain records per APIC MN Policy #18: Document Retention.
 8. Comply with Federal and State reporting requirements.
 - a. Assist, as needed, the APIC National Treasurer or his/her designee in completing the annual audit of the Chapter's financial records.



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- b. Assume responsibility for audits during the term of office. Consult past treasurer for assistance as needed.
 - c. Assist, as needed, the APIC National Treasurer in ensuring compliance with Federal and State reporting requirements.
 - d. Complete appropriate income tax records to comply with current Federal and State tax rules for all contractual employees earning > \$ 600 (excluding travel, food and lodging expenses) per calendar year.
 - i. Have individuals complete a TIN form
 - ii. Distribute 1099 MISC to individuals by Jan 31st
 - iii. Send IRS copy of 1099 MISC by February 28th
9. Sales Tax
- a. Anticipate items that APIC MN may sell.
 - b. Ensure that sales tax is charged for items sold
 - c. Identify the city and register with the city (through state sales tax office)
 - d. Submit sales tax based on sales annually or as required for each city
10. Procure fiduciary bonding of the APIC MN Treasurer and President through the National APIC Counsel. (National will bill APIC Minnesota [Chapter # 18] when payment is due.)
11. Administrative assistant to request liability insurance for BIP classes and Fall conference two months before the class/conference. Send the completed form from National, a course brochure and Treasurer will send a check for the amount to National APIC.
- D. Budget Preparation
- 1. Be responsible for the preparation of the budget each year.
 - 2. Notify all committees and officers to submit budget proposals for the following year.
 - 3. Prepare, with the aid of the President-elect, and President, an itemized budget to be presented for Board approval.
 - 4. Present budget to the general membership and publish in the February issue of the News & Views.
- E. Grants and Funding
- 1. The Board will formulate and approve recommendations for funding annually.
 - 2. The Treasurer will administer the educational grant program and report to the Board. (An ad hoc committee for grants will be formed on an as needed basis.)
- F. Conference Responsibility.
- 1. Act as a consultant when needed to the Conference Committee budget.
 - 2. Deposit and maintain records of Conference income and expenses.
 - 3. Manage disbursements for Conference expenses and maintain records.
- G. Perform other duties as requested.
- H. Submit suggestions regarding officer's job descriptions or any conflict arising from Bylaws to the President-elect.



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I. National APIC CONFERENCE

1. Attend the National Educational Conference/Treasurer's meeting and report to chapter membership.
2. See Policy #9 Board and Conference Committee Expenses.

J. Maintain records of past and present Treasurer transactions. These include:

1. Ledgers
2. Vouchers

K. CD Certificates, refer to Investment policy #19

L. Facilitate the training and onboarding of the Treasurer-elect.

3. Monthly Action Checklist

MONTH	TASKS
MONTHLY	- Balance bank statements and update spreadsheets - Present current balances of checking and saving accounts at monthly Board meetings along with any updates. - Send invoice to MDH for monthly grant deliverables. - Review and update policies when due. The Treasurer is responsible for Policies #08, #09, #11, #18, and #19,
JANUARY	- Transfer your name to existing accounts or open an account in a bank of your choice. Add or remove Key Executive (1-2) and Signers (minimum of 2) for the accounts. - Complete the end of year financial report and submit it to National APIC by January 31st. - Determine all persons APIC MN paid over \$600.00 during the previous year (e.g., BIP Instructors and speakers honorariums - excludes travel expenses). Prepare 1099-MISC IRS tax forms and mail to applicable individuals before January 31st. - Begin preparing the annual budget - solicit input from board and committee chairs. Present draft budget at January Board meeting. - Determine which Board and committee chair members are eligible to attend the APIC National Conference in June. - Have the Board decide if they want to put money into a CD, if money is available. Refer to APIC MN Investment Policy #19.
FEBRUARY	- Apply for BIP liability insurance 1- 2 months before the class – done by Best Meeting Inc. (BMI). - Work with the BIP Facilitator and BMI to complete the Financial Report for the Spring BIP Class. - Prepare 1096 IRS tax form and submit with 1099-MISC tax forms to the IRS by February 28th. (This can be done in January when the 1099 forms are sent out.) - Finalize budget at February Board Meeting. - Write an article for News & Views and include a budget overview.
MARCH	- Determine which Board and committee chair members are attending the National Conference - Have them register before the early bird deadline.



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	After the National Conference each member will send you a voucher for reimbursement of their registration, travel, and hotel expenses.
APRIL	Work on 990-EZ Tax forms for the previous year
MAY	990 Tax forms due to IRS May 15th
JUNE	Attend Chapter Treasurers' Meeting at APIC Annual Conference during first year
JULY	- Apply for Liability Insurance for Fall Conference (include the contract with the convention center/hotel). – Done by BMI. - Work with Conference Committee & Board in reviewing proposed contracts for fall conference - APIC National bills chapters for annual bonding fees and annual renewal fees - payment due within 30 days of receipt of invoice.
AUGUST	Work with the Conference Committee to ensure paperwork is complete for each speaker who will receive funding. Refer to Policy #17.
SEPTEMBER	- Attend Fall Conference - Write out checks for conference speakers. - Obtain Liability Insurance for Fall BIP class 1-2 months before the class – Done by BMI.
OCTOBER	- Work with BMI and Conference Committee Chair to ensure all bills are paid for the Fall Conference. - Finalize Fall Conference Financial Report
NOVEMBER	Work with the BIP Facilitator and BMI to complete the Financial Report for the Fall BIP Class.
DECEMBER	- Begin discussing the budget for the next year. – January we will have final numbers from the previous year. - Review job description and update as needed. - Transition to new Treasurer - transfer files.

RELATED DOCUMENT(S):

APIC MN Policy 18: Document Retention