

ON DPG JOB DESCRIPTION

POSITION TITLE: TREASURER

BRIEF DESCRIPTION OF POSITION: The Treasurer shall be elected by the membership to a two-year term (elected in even numbered years). The Treasurer assures that the money given to ON DPG by the members/corporate sponsors is used appropriately.

QUALIFICATIONS:

1. The Treasurer must be a member of the Academy of Nutrition and Dietetics.
2. The Treasurer must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG) and have at least three years involvement with ON DPG, preferably having served as a chair of a committee.

SPECIAL SKILLS: Organized, likes to work with numbers, familiar with budgets, have access to a computer.

FUNCTIONS/TASKS:

1. Serves as a voting member of the ON DPG Executive Committee (EC). Participates in all conference calls and EC meetings – Mid-year meeting and Food & Nutrition Conference & Expo™ (FNCE®).
2. Attends ON DPG Mid-year Meeting as Treasurer-elect and meets with outgoing Treasurer for training/transition. Additional training is offered from the Academy.
3. Provides financial reports to ON DPG via consent agendas.
4. Participates in preliminary discussion of budget at ON DPG Executive Committee Meeting at FNCE® (October). Solicits budget requests from all EC members (November). Prepares ON DPG's budget with Chair and Chair-Elect with input from all EC members. Participates in reviewing budget requests. Budget and Program of Work are due roughly January 31st - exact date determined by the Academy. Develops budget spreadsheets from approved budget (April).
5. Serves as liaison between the ON DPG, the Academy's DPG Relations Manager and Accounting Services Team on ON DPG financial policies and procedures and ON DPG financial transactions.
6. Responsible for ON DPG revenue collections and approves financial disbursements (including officer and member reimbursements and vendor payments) assuring that all revenues/expenses are documented and budgeted (using line item coding).
7. Reviews monthly transaction analyzers forwarded from the Academy on income and expenses incurred by ON DPG.
8. Retains ON DPG's American Express card. Treasurer is the authorized card holder. Confirms credit card charges and payments. Responsible for credit card at membership meetings.
9. Coordinates list of individuals traveling for ON DPG and submits names and account code to approved Academy travel agency.
10. Sends travel authorization forms to individuals traveling for ON DPG, listing number of days of per diem and hotel along with information on reimbursement guidelines.
11. Assists Chair with planning FNCE® and other meetings as needed (providing account codes, American Express account information).
12. Supports Development Chair in securing monies from prospective sponsors and monitors payments according to sponsors' contracts.

13. Manages any ON DPG promotional merchandise e.g. t-shirts, buttons; oversees purchase orders, collects payments, and distributes products.
14. Files signature authorization with Academy Manager (signatures on file include Chair and Treasurer).
15. Authorizes and co-signs contracts and service agreements (with Chair) on behalf of the ON DPG, as well as maintains copy of all contracts.
16. Provides any updated information relevant to position to Website Administrator for the Oncology Nutrition DPG Website.
17. Performs other duties as designated by the Executive Committee.

ESTIMATION OF TIME COMMITMENT: Estimated at 1-2 hours per week. Budget approx. 24-30 hours total time.

Revised 10/08, 3/08, 10/03, 6/00, 7/09, 9/10, 6/11, 4/12, 7/13, 2/19