

## **Treasurer**

### **Treasurer:**

- Must be a member of the Academy and PHCNPG.
- Is elected
- Serves as a voting member of the Executive Committee (EC)

### **Term:**

Two years

### **General PHCNPG duties**

- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

### **Special Skills**

- Understanding of financial reports, experience developing budgets, strong communication skills, working in a team environment

### **Position specific duties**

- Advises the Executive Committee in the preparation of the annual budget of the PHCNPG; approves the collection and disbursement of all monies; and authorizes contracts and service agreements with the chair.
- Manages DPG expenses and reports the financial status of DPG to the Executive Committee at on a monthly basis and as requested by the chair. Submits monthly financial status reports for a monthly Executive Committee call.
- Evaluates the mid-year financial status based on the financial report (as of November 30th) and provides information to the Executive Committee for their input and actions for January – May in December, considering additional financial needs/contributions.
- Prepares an annual financial report with the Executive Director and submits it to the Academy after being approved by the Executive Committee. Provides a monthly financial analysis brief to the EC.
- Twice a year, reports to membership the financial status/spending of the PHCNPG in a visual way.
- Either Treasurer or Executive Director enters the Executive Committee approved annual budget/POW into the Academy Online Finance System by the Academy deadline.
- Uses the Academy Online Expense System for reimbursement and supports the members' use of this system.

# Public Health/Community Nutrition Practice Group

## Job Descriptions



- Meet monthly with Executive Director to review prior months financials and discuss the upcoming KPI report.
- Trains the incoming treasurer and transfers relevant files.
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Participates in monthly conference calls and meetings at FNCE.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.

### **Expected time commitment:**

2-4 hours per month

Original: 05/14

Revised/Approved:

05/03/19, 06/01/21