



POSITION DESCRIPTION: TREASURER

TERM OF OFFICE: The Treasurer is elected for a two (2) year term.

REPORTS TO: Chair

APPROXIMATE TIME COMMITMENT: In general, 3-6 hours per month. During Budget planning process (late November to February), there is an additional 5-8 hours required. Before and after WM Retreat and FNCE®, an additional 5-10 hours are needed for each event. Additional projects added in a budget year could add to this time estimate.

RESPONSIBILITIES:

1. Serve as a voting member of the Executive Committee (EC); participate in monthly EC meetings.
2. Attend the WM EC Leadership Retreat and the WM EC Planning meeting prior to FNCE®.
3. Signs documents on behalf of WM DPG as needed.
4. Process all reimbursement and expense reports in accordance with Academy policies and procedures. Serves as liaison with the Academy Accounting Department for financial transactions and participates in national treasurer activities such as conference calls/meetings when scheduled. Each month, reviews sponsorship and grant revenue and deposit statements to verify proper project coding.
5. Participate in the planning of the annual budget (program of work) with the Chair/Chair-elect and Executive Director to complement the defined WM DPG program of work.
6. Participate in monthly meetings with the Executive Director and Chair to review current revenue, expenses and reserves.
7. Coordinate reports per request of the Chair to reconcile POW/budget on an ongoing basis.
8. Present financial reports at all Executive Committee meetings and at the annual WM DPG Business Meeting when current statement is made available from the Academy.
9. Responsible for long-range financial planning and development efforts.
10. Track grant application process as needed to ensure receipt of funds to the Academy.
11. Approve all disbursements, including payments for honorariums for webinars by check

requests, payment to vendors and reimbursement to WM DPG officers and EC members listed in the approved POW for approved expenses. Verifies accuracy and completeness of invoices and expense reports before submitting to the Academy.

12. Co-sign (with the WM DPG Chair) service agreements/agreement approval forms on behalf of the DPG.
13. Coordinate with the Sponsorship Coordinator and Assistant Coordinator in securing funding for events and activities.
14. Submit monthly report of activities to EC; submit agenda items as needed for monthly EC meetings.

QUALIFICATIONS AND COMPETENCIES:

1. The Treasurer must be an active member of the Academy and the WM DPG.
2. Demonstrated leadership skills including:
 - Excellent accounting, written and verbal communication skills
 - Demonstrated ability to facilitate effective meetings, resolve conflicts and develop consensus
 - Ability to delegate tasks and projects
 - Outstanding ability to juggle many tasks and multiple timelines by using project management and planning skills
 - General computing skills such as email, word processing, spreadsheet, and PowerPoint