

**Job Description:
Treasurer**

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** Two years
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. EXEC. COMMITTEE VOTING STATUS:** Voting
- E. LINE OF COMMUNICATION:** Chair and Executive Director
- F. TIME COMMITMENT:** Average three hours per week. During peak time for budget (POW) development (February-March), potential for above average time, perhaps 4 hours per week. One hour per month EC call.
- G. MEETINGS AND TRAVEL:** Monthly Executive Committee conference calls. Travel to SCAN Retreat, SCAN Symposium, and Academy FNCE, contingent upon annual approval and funding.
- H. OVERVIEW OF POSITION:** Responsible for the overall financial status of the DPG, preparation of financial reports, approval and processing of invoices and expense requests, and signature on sponsorship agreements and vendor contracts.
- I. GENERAL RESPONSIBILITIES:**
1. In coordination with the Chair, assumes fiscal responsibility for the organization.
 2. Is familiar and in compliance with Academy financial policies and procedures.
 3. Reviews all contractual agreements and signs designated contract approval forms. Ensures that Executive Director maintains files of contractual agreements at the SCAN Office.
 4. Works with Executive Director to prepare annual operating budget (Program of Work) by December 31, or date as announced by Academy.
 - a. Contacts Executive Committee directors to solicit budget requests from their respective areas.
 - b. Uses standard cost sheet and information collected by Executive Director to prepare draft of POW.
 - c. In coordination with Chair, Chair-Elect, and Executive Director, revises draft as necessary to balance budget.
 - d. Submits final POW to Executive Committee for approval in February
 - e. Works with Executive Director to ensure POW data is uploaded to Academy's online system by March. In addition, completes distribution of revenue and expenses following POW approval.

5. Reviews, approves, and submits for reimbursement to Academy Accounting, all Executive Committee, Executive Director, SCAN Office, other committee expense reports and other contractual invoices in a timely manner.
6. Submits all Treasurer expense reports to Chair for approval for reimbursement by Academy Accounting.
7. Reviews monthly Academy financial reports, comparing to the receipts and disbursements submitted, for accuracy.
8. Makes recommendations to Executive Committee for changes in fiscal policies and procedures. Seeks Academy and Executive Committee approval for implementation.
9. Coordinates the receipt of funds with the SCAN Development Director and Executive Director.
10. Attends Treasurer's webinar and/or live meetings at FNCE.
11. SCAN Symposium (March/April):
 - a. With SCAN Executive Director, coordinates hotel deposit and payment, and honorarium checks.
 - b. Serves as room host and/or session presider as assigned.
 - c. Reviews final hotel bill with Executive Director.
12. Executive Committee Retreat (held annually):
 - a. Provides review of year-end fiscal status.
 - b. In coordination with Chair-Elect, establishes timetable for next year's budget preparation.
 - c. Every other year, trains newly elected Treasurer.
13. Participates in SCAN Executive Committee strategic planning process.
14. Reviews and proposes updates to the job description annually.

J. COMMUNICATIONS

1. Reports the overall financial status of SCAN to the Executive Committee during conference calls and meetings. Keeps individual Directors informed about the status of their projects by reviewing, as necessary, monthly project statements provided by Academy.
2. Reports the financial status (actual and budgeted) of SCAN to the membership by submitting this information for the Annual Report. (August 1).
3. Maintains communication with Academy Accounting team, Chair, and Executive Director.

K. QUALIFICATIONS

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of SCAN for three or more years.
2. Successful completion of two or more prior SCAN leadership positions within the past five years preferred, including committee chair, Director on the Executive Committee, or an elected SCAN position.
3. As an elected officer, may not simultaneously hold an elected position in another DPG/ MIG or hold an elected Academy office. May, however, hold an elected or appointed position in an affiliate or a district association, or an appointed position in another DPG/MIG or on an Academy committee.
4. Is not eligible to be a candidate for an elected SCAN office.

5. No person is eligible to serve more than one consecutive term in the same office.
6. Elected officers hold office until the end of the fiscal year following the election of their successors.
7. Demonstrated leadership skills including:
 - a. Demonstrated knowledge of basic accounting and budget procedures. Experience in financial management a plus.
 - b. Demonstrated organizational skills and high level of responsibility in SCAN/Academy committee and/or project.
 - c. Strong leadership qualities and demonstrated ability to work well with a team of professionals.
 - d. Detail oriented.
 - e. General computing skills such as email and word processing. Strong grasp of Excel or similar spreadsheet software.
8. Reasonable certainty of time available for SCAN duties (3-4 hours/week) and willingness of employer and family to support performance of duties.