



## ***JOB DESCRIPTION***

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**Position Title:** Treasurer

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### **BASIC FUNCTION**

The Treasurer oversees the financial affairs of the association as assigned by the ADCES Bylaws and the Board of Directors. The Office of the Treasurer is for a term of one year beginning on the first day of the calendar year immediately following his/her election. Upon taking office, the Treasurer will not serve on other ADCES non-Board committees or as a paid speaker or consultant for ADCES, unless he/she possesses unique skills, knowledge or professional abilities.

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### **DUTIES AND RESPONSIBILITIES**

1. Serves on the Performance Oversight and Monitoring Committee (POMC) and may serve as Chair; prepares and presents the Treasurer's Report at each Board Meeting, with the assistance of the CFO
2. Serves as a member of the Governance Committee
3. Interest in general principles of fiscal oversight for not-for-profit organizations
4. Serves as the Treasurer for the ADCES Foundation; and, with the CFO, prepares a report for each Foundation meeting
5. Reviews with the CFO the progress of the association's budget throughout the year, including investments
6. Presents the Treasurer's Report at the Annual Business Meeting at the ADCES Annual Meeting
7. Performs other duties as assigned by the Board of Directors
8. Reviews and approves expense reports submitted by the CEO

\*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board director positions also apply to officer positions.

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### **MINIMUM QUALIFICATIONS**

- Must be a current member of the Board of Directors or a previous member of the Board who has been off the Board for no more than two years and is an active member.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

In addition to all knowledge, skills, and abilities of a Board Director:

- Demonstrates objective leadership and personnel management abilities and promotes a team, consensus- building approach
  - Presents a positive professional image, exhibiting professional behavior at all times
  - Skilled communicator and facilitator
  - Organizational and management skills; ability to manage multiple projects
  - Prioritizes issues consistent with ADCES's strategic plan
  - Empowers and respects others
  - Appreciates change and the ability to manage change
  - Awareness of the internal and external political environment
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### **CONFLICT OF INTEREST UNDERSTANDING**

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.

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