

## **Job Title**

Treasurer

## **Job Specification**

Candidate is appointed by the Board of Directors (AATCC Constitution, Article V, Section 5).

The Treasurer will have been a Senior member of the Association for ten (10) years. The individual will have served on numerous administrative, publications or technical committees of the Association and have a good knowledge of the Association's mission and history. The Treasurer will be a past member of the Board of Directors, would have prior experience in financial matters and have a good working knowledge of general ledgers, accounts receivables/payables, investments, balance sheets and other financial statements.

The Treasurer will have good communication skills, both written and oral, and have the aptitude for financial analyses and financial planning.

Term Limit: The Treasurer shall serve for five years; however, the Board of Directors may extend an appointment beyond the limit specified (Bylaws, Article III, Section 1).

## **Responsibilities**

(see Bylaws, Article III, Section 6)

1. The Treasurer is an ex-officio member of the Board of Directors and participates in all meetings of the Board (Constitution, Article V).
2. The Treasurer is an ex-officio member of the Appropriations Committee and participates in all meetings of the committee.
3. The Treasurer is an ex-officio member of the Employee Benefits Committee and participates in all meetings of the committee.
4. The Treasurer is an ex officio member (non-voting) of the Publications Committee, and stays in monthly contact with the Publications Director to discuss pending issues and to provide guidance on matters of concern.
5. The Treasurer serves on the Board of Directors for AATCC Foundation, Inc. and participates in all board meetings. The Treasurer also serves as Treasurer of AATCC Foundation, Inc.
6. The Treasurers is an ex officio member of the Committee on Conferences and Constitution & Bylaws Committee.

7. The Treasurer shall oversee the financial matters of the Association. The Treasurer reviews and will approve the monthly statements of all of the Association's financial accounts. The Treasurer shall review the monthly Association financial statement, which is sent to the Appropriations Committee and Board of Directors.

Invoices in excess of \$10,000 are faxed or emailed to the Treasurer at the direction of the Executive Vice President and signed by the Treasurer for his approval.

8. The Treasurer stays in weekly contact with the Executive Vice President and reviews on a weekly basis monies received and deposited, as well as any unusual payments that are due.
9. The Treasurer also reviews the check register and bank statements, which are sent each month after they are balanced.
10. The Treasurer is sent a copy of the monthly investment portfolio for review.
11. Letters to the individual sections, along with section reimbursement checks, are mailed under the Treasurer's signature in August each year.
12. The audited Annual Financial Statement, which includes the balance sheet and specific account activities, is reviewed by the Treasurer and sent out under his name in November to all members of the Board of Directors and to Chairpersons of Concerned Committees.
13. In addition to the regular meetings of the Board and standing committees, the Treasurer will attend the annual International Conference and participate in any special meetings that are required and approved by the President.
14. Travel expenses of the Treasurer for required Association activities shall be submitted to the Executive Vice President for approval and reimbursement.