



### ***POSITION DESCRIPTION – TREASURER***

The individual serves as the chief financial officer of the Governing Board and of the Association; acts as the chair of the Finance, Audit and Management (FAM) committee of the Governing Board; oversees budget planning and execution as well as portfolio management; coordinates closely with and mentors the Executive Director and accounting staff with regard to financial and management matters; and acts as an officer of the Association.

The Treasurer is elected by the entire membership of the association, or is appointed by the Governing Board in the event of a mid-term vacancy.

The Treasurer reports to the Governing Board and is ultimately accountable to membership. He or she provides general policy guidance to the Governing Board so that they can fulfill their responsibilities as custodians of AFSA's finances; specific policy guidance to the Executive Director with regard to finances, budgeting, and portfolio management; and has a special responsibility for bylaw provisions in Article V, Section 2 regarding fiscal integrity, financial controls, and providing regular financial reports to the membership. The Treasurer is directly assisted in his or her duties by the Executive Director and the AFSA accounting staff.

**Chair of Finance, Audit and Management Committee** – The officer chairs regular meetings of the FAM, where AFSA's budget is developed for approval by the board.

**Officer of the Association** – The Treasurer serves as a voting member of the Governing Board and Executive Committee; chair of the FAM; and member of other AFSA standing and ad hoc committees. The officer has a fiduciary duty to membership. The officer may be asked to serve in an acting capacity for other association officers as needed. The officer is expected to fulfill the general responsibilities of a board member as articulated in the document approved by the Governing Board on April 1, 2015.