

Utah Public Health Association ~ Position Description

Title: Treasurer **Updated:** 11/16/2009 :
Length of Term: Two Years
Bylaw References: Art2: OFFICERS. Sec.2: Selection of Officers. d.
Art2: OFFICERS. Section 4. Duties: f. Treasurer:
Policy References: www.upha.org/members/secure/policies/FinancialPolicies.pdf

Position Resources:

UPHA Email address: treasurer@upha.org from <http://zimbra.xmission.com>
APHA Resources: Affiliates Online Community - <http://affiliates.apha.org>

Association Level Responsibilities:

X Officer
X_ Board of Directors
__ Leader of Management Unit

Related Management Units: Fiscal, Member

Related Committees: Finance, Program/Conference, Membership, Executive

Related UPHA Web Sites: www.upha.org/members/secure/committees/finance.html
www.upha.org/members/secure/committees/finance/
www.upha.org/committee-reports/finance

Position Summary:

This position performs accounting functions for the Association. The person serves on several committees and Management Units. The Treasurer completes official financial reports for the Association and files them with the appropriate agencies and governments. This person is a representative for the Association on all financial institutions accounts.

Duties and Responsibilities:

1. Adhere to all Association Financial Polices and Procedures.
2. Manage accounts assigned to this position and assist in moving all other accounts into the control of this position.
3. For accounts managed by this position:
 - a. Manage and account for all collected income (receipts).
 - b. Deposit all collected funds into appropriate accounts in all financial institutions.
 - c. Prepare receipt documents for all association income.
 - d. Manage and account for all funds distributed by the Association (expenditures).

- e. Insure all orders on Association funds (checks) are counter-signed by any two of the following persons:
President, President-Elect or Vice-President.
 - f. Distribute or arrange for the distribution of Association funds / checks.
 - g. Reconcile the Association accounts.
4. Prepare and transact any and all transfers between Association accounts.
 5. Furnish a financial statement of the Association at each annual meeting.
 6. Furnish financial statements of the Association and individual Committees at such times as called on by the Board, Executive Committee or Finance Committee.
 7. Make available to the Auditing Committee not less than one month prior to the annual meeting, all books, vouchers, and necessary documents.
 8. Cooperate with any audits conducted on the Association financial records.
 9. Assist the Finance Committee in preparing the annual Association budget.
 10. Assist any Committee or Officer with any special financial reporting or planning when asked or directed by the Committee Chair, President or Board.
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Board Member Expectations

1. Commitment of time:

- Participate in board meetings regularly
- Participate on committees and task forces
- Support special events
- Stay informed on issues, read materials
- Ask questions and clarification on issues, consequences of actions

2. Hold each other and ourselves accountable for the mission, financial viability and effectiveness of the organization.

3. Develop sustainable resources.

- Make a personal financial commitment at the appropriate level
- Help develop resources in one or more of the following ways:
 - Seek financial resources from individuals, foundations, corporations
 - Suggest people, corporations, provide contacts
 - Network with other organizations who give might support
 - Seek gifts in kind

4. Be an ambassador and advocate.

- Contact, write to local media when appropriate.
- Get acquainted with legislators, policy makers on local, state, national levels.

5. Engage in board self-assessment, project assessment annually.

6. Support the staff.

7. Avoid conflict of interest and other unethical behavior and sign the Conflict of Interest form.

8. Support board decisions, and treat board matters confidentially.

9. Look for strategic alliances, entrepreneurial ways, collaborations.

10. Celebrate successes; enjoy the challenge of the task!