

Management in Food & Nutrition Systems DPG Position Description

TREASURER

Term: 2 years

Time Commitment: The position of the Treasurer requires approximately 2-3 hours per month.

Qualifications

- ✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification
- ✓ Member of MFNS for three (3) years preferably
- ✓ Able to manage financial records in an organized manner.
- ✓ Available to serve in the office for two (2) consecutive years.
- ✓ DPG/MIG nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office.

Roles

- ▶ Serves as a voting member of the Executive Committee.
- ▶ Serves as the liaison to the Academy Foundation.

General Duties

- Oversees the fiscal affairs of the practice group
- Prepares and monitors MFNS budget and accounts with the Academy, with assistance from the MFNS Executive Director.
- Reports the financial status of MFNS to the members at the annual business meeting (if requested and scheduled), during each board call/meeting and other occasions as requested.
- Participates actively in EC meetings, MFNS related activities, including FNCE®
- Assist incoming Chair and MFNS Executive Director in development of budget and all related Program of Work financial information.

Specific Duties

- Advises the Executive Committee in the management of the annual budget and financial status of MFNS, approves the collection and disbursements of all monies, and authorizes contracts and service agreements with the Chair.
- Approves disbursement of all funds as provided by the budget.
- Submits a brief financial report to the Executive Committee monthly.
- Through and in conjunction with the MFNS Executive Director:
 - Forwards all funds, after endorsing and coding the checks, to the Academy (Accounting Department) to be deposited in the MFNS account.
 - Assures that EC members are informed of allowed budgeted dollars for expense reimbursement.
- Assists the Chair-elect with the preparation of proposed budget (with the MFNS Executive Director).
- Approves check requests and forwards to Accounting.
- Approves online expense report submissions.
- Notifies Chair that a personal online expense report has been filed. (The Chair approves the Treasurer's online expense submissions).
- Approves and signs all contractual agreements (or approval forms).
- .
- Knowledgeable and able to retrieve information and financial records from Academy on-line expense and accounting system.
- Performs other duties as requested by the Executive Committee.
- Maintains EC membership designations within expense reporting system.
- Responsible for submitting at least one article annually for newsletter.

General Schedule

June

- Attend transition Executive Committee meeting.
- Prior to the meeting, orient with outgoing Treasurer, including orientation to online Accounting system and online expense approval system.
- Sign any/all forms, as requested, by the Academy.

July/August/September

- Review monthly financial reports and submit summary report to EC
- Participate in monthly Executive Committee call.
- Communicate with MFNS Office re: processes for FNCE® registration & event financials (as needed).
- Approve/process all financial invoices/revenue.

October

- Review monthly financial reports and submit summary report to EC
- Attend FNCE® Executive Committee meeting, if possible
- Communicate with MFNS Office re: processes for FNCE® registration & event financials (as needed).
- Approve/process all financial invoices/revenue.

November/December

- Review monthly financial reports and submit summary report to EC.
- Participate in monthly Executive Committee call.
- With the MFNS office, finalize financial reporting from FNCE®
- Work with the Chair-Elect & MFNS Office on development of Program of Work budgeting
- Approve/process all financial invoices/revenue.

January/February/March

- Review monthly financial reports and submit summary report to EC.
- Participate in monthly Executive Committee call.
- Approve/process all financial invoices/revenue.
- Submit one article to *Market-link*.

April/May

- Review monthly financial reports and submit summary report to EC.
- Participate in monthly Executive Committee call.
- Approve/process all financial invoices/revenue.
- If completing the 2nd year, prepare all documents and on-line system for transfer and complete orientation with incoming treasurer (include the MFNS Office, as needed).
- Prepare annual report
- Review relevant policies and procedures
- Review/update job description as needed