



Treasurer 2-Year Term

Board of Directors Position Description

Role Description

The Treasurer oversees the management and reporting of the chapter's finances and contributes to the overall strategic direction of the chapter as it specifically relates to revenues and expenses. (Please Note: The office of Treasurer shall not be held by the same person who holds the office of President or Vice President, however may be combined and held by the Secretary at the discretion of the Board of Directors).

Key Responsibilities

The Treasurer is one of four officers on the ACMP DC Board of directors (President, Vice President, Secretary, and Treasurer.) Key responsibilities include, but are not limited to the following:

- **Financial Management/Oversight** – manage/oversee the financial affairs of the chapter, including selecting a bank, reconciling bank statements, and managing cash flow; create and maintain systems for ensuring the chapter's ongoing solvency; oversee the development and compliance with the chapter's financial policies and internal controls; guide decision making and action by the Board regarding adequate financial reserves for the chapter; as appropriate, led the chapter's financial audit activities
 - **Financial Planning and Budget** – prepare the annual chapter budget; provide regular monitoring and reporting on the budget (comparing actual revenues and expenses against budget); review and gain Board approval of the budget
 - **Financial Reporting** – prepare financial reports and brief the Board, as well as ACMP Global) on key financial events, trends, concerns and assessments of the chapter's financial health; complete required financial reporting (including IRS Form 990-N) and ensure Board review and disclosure of reports
 - **Financial Liaison** – translate financial concepts and information to ensure Board understanding; contribute to and guide Board strategic thinking and decision making related to short and long-term financial vitality of the chapter in relation to its advancement of the mission; develop Board members' financial literacy
 - **General Administration** – Ensure transparency and ethics in membership and volunteer activities and programming is in compliance with standards set by the Board; collaborate and provide support to other Board members as required and appropriate; perform such other duties as from time to time may be assigned by the President or by the chapter Board
- The office of Treasurer shall not be held by the same person who holds the office of President or Vice President, however may be combined and held by the Secretary at the discretion of the Board of Directors

Desired Skills/Experience

- **ACMP Experience** – active ACMP DC member in good standing for minimum of six months; prior experience serving in a leadership capacity for the chapter; strong personal and professional commitment to and knowledge of ACMP DC's mission
- **Financial Literacy** – knowledge of and experience with financial management, budgeting, reporting, financial software systems, banking rules and regulations, and nonprofit financial management and accounting
- **Translator** – ability to translate financial information and concepts for the Board; explain and reframe complex financial information to gain understanding; integrate financial strategy to implement tactical and practical initiatives to fulfill the chapter's mission



- **Strategist and Visionary** – ability to collaborate, conceptualize, and create a shared vision for the future of the association, particularly with regard to finances
- **Communicator** – well developed oral, written and interpersonal communication skills; strong business and interpersonal instincts, judgment and integrity; capable of quickly establishing credibility and trust
- **Relationship Builder and Partner** – ability to partner with other Board members to develop short and long-term financial strategies and plans to support attainment of the chapter's mission and vision; ability to quickly build rapport, build alliances, and influence others in a way that gets the job done
- **Multi-Tasking Wizard** – ability to manage and lead multiple projects, deadlines, and initiatives, working with and through a cast of creative and dedicated volunteers
- **Detail Oriented** - strong attention to detail and accuracy, ability to prioritize and organize multiple projects, meet deadlines, problem solve, and get things done through others
- **Innovator, Problem Solver and Doer** – capable of fearlessly exploring and applying creative, out-of-the-box thinking
- **Other Experience** - Prior nonprofit experience and/or prior experience serving on a nonprofit Board of directors highly desirable

Time Commitment

This position is one of nine volunteer ACMP DC Chapter Board members. The position will work closely with the Board president, Board members, and volunteers to fulfill the mission of the chapter. The Treasurer actively performs the duties stated above, as well as participates in bi-weekly Board meetings via phone/web (1-hour), periodic in person/phone strategy sessions, committee meetings, and chapter events/activities. All Board and committee meetings include preparation time, follow-up, and various action items assigned. This represents an average of approximately 15 hours per month.