

Memphis Academy of Nutrition and Dietetics



an affiliate of the

Academy of Nutrition and Dietetics

Treasurer (reviewed 5/2018)

- I. Description of position: To receive and disburse all moneys, keep accurate financial records, file incorporation fees, and develop with the members of the Finance Committee, a proposed annual budget.

Purpose of position: To oversee the financial dealings of the organization.

How assigned: Elected by the membership in even-numbered years.

- II. Terms of Office: 2 years, June 1-May 31

III. Primary Responsibilities:

- A. To have custody of all funds and securities of the Association
- B. To see that full and accurate records be kept of all transactions.
- C. Report the financial status of the Association to the Executive Board, Finance Committee, Board Members and Members.
- D. Be chairman of the Finance Committee
- E. Insure that written financial policies of the Association are complied with.
- F. Insure that expense reports and receipts for reimbursement be submitted correctly and that records be maintained of these transactions.

- IV. Budget: postage and envelopes, approximately \$15.00 per year, and Annual Report fee, approximately \$50.00 per year.

V. Other Board members with whom this position works closely:

President: for approval of expenditures and as a member of the Finance Committee

Membership Chair: to update membership list

President-Elect: as a member of the Finance Committee

Immediate Past-President: as a member of the Finance Committee

- VI. Number of committee members required to accomplish tasks: Finance Committee consisting of -Treasurer, President, and President-Elect.

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VII. Timeline:

- July: Call for budget requests from all committee chairs.
- August: Compile requests and call a meeting of the Finance Committee.
- September: Submit proposed budget to Executive Board for review/approval
- October: Annual Report is due; Publish budget to members
- May: Present summary of expenses during past year to BOD.