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## **TREASURER**

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### **Qualifications**

- Holds an active membership in AAPM.
- Is a member in good standing.
- The Treasurer shall have served a minimum of 1 year on the Finance Committee and 2 years on the Board of Directors prior to serving as Treasurer. These terms of office may run concurrently.

### **Estimated number of meetings/conference calls**

- Participation at Annual Meeting.
- Two (2) face-to-face Board meetings per year.
- Approximately 6 Executive Committee conference calls, 2 hours each, per year.
- Other follow-up calls as necessary.

### **Specific Responsibilities**

- The term of office for the Treasurer shall be 3 years. The Treasurer shall not serve more than two consecutive terms.
- Serves as a member of the Executive Committee.
- Serves as a member of the Finance Committee.
- Serves to provide fiscal oversight so that approved funds management, investment, and other fiscal policies and procedures are followed.
- Works with staff to prepare annual budget for presentation to the Board for approval.
- Reviews Association expenditures and financial status on a monthly basis to ensure overall financial integrity.
- Submits financial reports to the Board and presents an annual financial report to the membership.
- Recommends fiscal policies to the Board that ensures collection of dues and other revenues and prudent handling of the Association's funds.
- May visit national office for orientation to staff and financial systems and procedures.