



Academy of Certified Hazardous Materials Managers, Inc.

JOB DESCRIPTION

Effective: 01-12-07

Category: **Volunteer**
Job Title: **Treasurer (2-year term alternating with Secretary)**
Immediate Supervisor: **President**

Job Description:

General – The Treasurer is the Chief Financial Officer (CFO) and Comptroller for ACHMM. The Treasurer has general supervision over all financial affairs of ACHMM. Traditionally, he or she represents the financial interest of the membership, and ensures the financial viability of ACHMM and its programs. The Treasurer is responsible to Executive Committee (EC) and Board of Directors (BoD). The Treasurer serves as the spokesperson on financial matters for ACHMM.

Detailed –

II. General

A. General Performance Requirements

1. Refer to Director-At-Large's Job Description for General Performance Requirements.

B. Specific Performance Requirements

1. Respond to any requests for financial data.
2. Responsible for all ACHMM financial records.
3. Act as the BoD's "money conscience."
4. Monitors fiscal policy, disbursements, and budget status, and sees that the policies and programs established by the BoD have adequate financial allocation to achieve their objectives.

- a. Provide general supervision over all financial affairs of ACHMM as the chair of the *Finance Committee*. The ED will manage the day-to-day operations. Therefore, the treasurer/finance committee is the check and balance for the ED.
- b. Monitor expenditures and income, usually through the monthly statements.
- c. Monitor ACHMM long-term investments.
- d. Responsible for preparing the ACHMM annual budget and presenting it at the Annual National Conference.
- e. Consult with ACHMM leadership on programs and services (new and old) that impact on budget, including biweekly telephone conversations with the President and other staff, legal and financial services, as necessary.
- f. Approve expense chart of accounts with Executive Director/National office staff, President, Vice President, Immediate Past President and Secretary, as well as Directors.
- g. Support the Vice President in the development, training and mentoring of new and future BoD members in financial management and specific responsibilities of the Treasurer.

II. Time Management and Accountability

A. Calendar and Deadlines:

1. Respect calendar and deadlines, including those listed in the Board Book and generated by the ACHMM Editorial Team (AET).

B. Paperwork and Administration Duties

In addition to the Paperwork and Administration Duties detailed in the Director-At-Large's Job Description, the Treasurer must also perform the following duties:

1. Submit Annual Finance Committee Reports to the Membership at the annual National Business Meeting, as well as quarterly reports at each BoD meeting.
2. File other reports as required by the government (e.g., Federal and State reports). Oversee the audit process, filing of federal form 990, and other required tax and information return filings
3. Work with the ED, VP and BOD to develop a budget to achieve the annual objectives,
4. Prepare other reports as directed by the President or the BoD.

C. Appointment and Time Commitment

1. In addition to quarterly BoD meeting, commit on average 10 hours per month to this position.

III Meetings

A. General

In addition to the General Meeting requirements detailed in the Director-At-Large's Job Description, the Treasurer must also:

1. Prepare for and attend all EC face-to-face meetings, scheduled teleconferences or internet meetings held periodically throughout the year, and others as required, including the meeting associated with the annual conference.
2. Maintain confidentiality of the EC sessions.

B. Chair

1. Serve as Chair of the Finance Committee
2. Serve as Chair of BoD and EC in the absence of the President, Vice President, and Secretary.

C. Membership

1. Serve as a member of the EC.
2. Serve on other committees as directed by the President.
3. As immediate past Treasurer, serve at least one year on the Finance Committee.

IV. Other Duties

A. Fiduciary Responsibility

In addition to the General Meeting requirements detailed in the Director-At-Large's Job Description, the Treasurer must also:

1. Review and fully explain the ACHMM financial statements and otherwise help the BoD to fulfill its fiduciary responsibility.

B. Fundraising

Refer to Director-At-Large's Job Description for Fundraising Requirements.

C. Membership

Refer to Director-At-Large's Job Description for Membership Requirements.

D. Requirements for Position

1. A qualified candidate for the position of Treasurer shall meet the requirements for a Director or have served as a member of the Financial Committee for at least one year.
2. A qualified candidate for the position of Treasurer shall possess a four-year degree in the field of business management, or have equivalent, (as defined in the ACHMM By-laws) financial management or business management experience.

F. Benefits

All benefits afforded to volunteers of the ACHMM by policy (POL-05-001 and PRO-04-002) or otherwise.

I, _____, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed:

Insert Individual's Name Here