



## Governance Documents

### Treasurer Job Description

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#### Bylaws – Article VIII, Section 6

The Treasurer shall be the principal accounting and financial officer of the Society and shall have charge of and be responsible for the maintenance of adequate books of account for the Society; shall have charge and custody of all funds and securities of the Society, and be responsible therefor, and for the receipt and disbursement thereof; shall deposit all funds and securities of the Society in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article XI of these Bylaws; shall have an annual audit of the Society's books conducted by a certified public accounting firm; and in general shall perform all of the duties customarily incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Executive Council. The duties of the Treasurer may be assigned in whole or in part to the Executive Director.

#### Specific Duties and Responsibilities

In addition to the bylaws, other duties and responsibilities have evolved during ASCRS' history and are now a traditional part of the Treasurer's role.

- 1.1 Similar to all member leaders, the ASCRS Treasurer's role requires that he/she:
  - Observes and helps ensure compliance with ASCRS policies, ethics pronouncements and conflict of interest directives.
  - Maintains familiarity with ASCRS' mission, vision, bylaws, strategic plan, services, policies, and programs.
- 1.2 Role-specific duties and responsibilities include the following, some of which may be fully or partially delegated to staff with Executive Council approval:
  - Facilitates the ASCRS Finance Committee in undertaking assigned duties (e.g., advising the Executive Council relative to long-term financial planning and management of capital reserves).
  - Reviews and makes recommendations pertaining to approval of the ASCRS annual budget – ensuring appropriate relationships between the strategic plan and annual budgetary allocations.
  - Provides approval for all budgeted expenditures more than \$25,000 and all un-budgeted expenditures more than \$1,000. Approves initial payments that are recurring, budgeted, and part of established contracts once per calendar year (e.g., EAI and Executive Director contracts).
  - Interacts regularly with the Program Committee relative to management of the annual meeting budget.
  - Oversees ASCRS' funds and securities.
  - Manages all monies and other valuable assets in the name and to the credit of the ASCRS in such depositories as may be designated by the Executive Council.



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- Prepares and delivers a report of ASCRS finances at each annual business meeting and on a regular or ad hoc basis during Executive Council meetings.
- Ensures an annual audit of ASCRS' finances is undertaken by an independent Certified Public Accounting firm approved by the Executive Council – including audit results as part of the Treasurer's annual report.
- Ensures that there is an annual review of ASCRS' insurance policies.
- Oversees various prudent risk management functions and undertakings of ASCRS.



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#### Specific Duties and Responsibilities (continued)

- Actively participates on the Executive Council:
  - Reviewing agendas and supporting materials prior to meetings and conference calls.
  - Regularly attending meetings.
  - Actively participating in discussions.
  - Voting on motions.
- Serves as a member of the Executive Committee.
- Serves, as requested, as an ASCRS representative on other organizations' boards, committees, and other entities – keeping the Council informed of activities and decisions pertinent to ASCRS.
- Visits exhibitors at the ASCRS Annual Scientific Meeting and provides feedback to designated staff.
- Serves as an ambassador and promoter of ASCRS and its mission with colleagues and with other organizations.
- Has such other powers and performs such other duties as the President and Executive Council may from time to time prescribe consistent with ASCRS *Bylaws*.

#### Term of Office

- 2.1 The term of office is one year as defined between annual conventions, and may be elected for additional terms.

#### Desired Personal and Professional Characteristics

- 3.1 Ability to remove self from personal friendships and loyalties and recognize diversity within the membership base.
- 3.2 Ability to listen, analyze, think strategically and creatively, and work well with people individually and in a group.
- 3.3 Ability to consider multiple viewpoints about controversial issues and to communicate ASCRS' perspective effectively with members and other stakeholders.
- 3.4 Ability to prepare for, attend, and participate in Executive Council and committee meetings (including conference calls), ask questions, take responsibility, follow through on assignments, and evaluate oneself.
- 3.5 Willingness to develop certain skills if one does not possess them, such as understanding financial statements and learning more about the substantive program areas of ASCRS.
- 3.6 Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for ASCRS' development.



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- 3.7 Ability to identify and evaluate strategic action steps that are specific, measurable, attainable, relevant and time bound.