



## Open Leadership Position: Treasurer

### Description:

The treasurer monitors the financial affairs of the Association. The treasurer receives and reviews monthly financial statements from the executive director and reports quarterly to the Executive Board on the financial status of the Association. Association financial records are audited annually by a CPA firm selected by the Finance and Audit Committee at the direction of the Executive Board. The treasurer serves ex-officio as a voting member of the Governing Council, the Executive Board and its Executive Committee.

Service as treasurer requires a major commitment of time working with the Board, staff and the Finance and Audit Committee (a description of the Finance and Audit Committee can be found following the position description). The treasurer's role is one of oversight and reporting to the Board about the financial status of the Association, as well as participating in fiscal decision-making that affects the Association.

### Period of Service:

The treasurer serves a three-year term beginning at the close of the Annual Meeting in which they are elected and terminating at the close of the Annual meeting three years later; re-election is possible.

### Eligibility:

All active members of APHA are eligible to apply as a potential nominee for candidacy for the position of treasurer. Persons considering submitting an application are expected to have a substantive track of leadership within APHA and within the field of Public Health. Additionally, those interested in the position should have good interpersonal management skills, financial management skills, and writing and communication skills. Candidates should possess the ability to comfortably read and analyze financial documents, have an understanding of banking, audit and finance issues and should be interested in and comfortable with financial data. Experience on a nonprofit board is desired but not necessary. Experience with governance or previous leadership position is desired but not necessary.

The treasurer oversees the Finance and Audit Committee and may be asked to participate in the work of the Committee on Social Responsibility. All candidates for Treasurer will be expected to attend monthly finance and audit committee meetings of the Executive Board from July through October to better orient themselves to the Association's finances. If elected, individuals should be able to set aside the significant time needed for committee work that includes at least four telephone conferences and three face-to-face meetings per year, as well as participate in designated meetings in the days prior to and during the full period of the APHA Annual Meeting.

### Financial Expectations:

The person elected treasurer can expect the following:

- APHA will cover your traveling expenses to attend the two in-person meetings per year in Washington, D.C. (January and May according to APHA's travel policy). These usually cover the designated hotel, air or ground travel, meals, and appropriate out of pocket expenses.
- APHA will also cover the two nights for the Executive Board meeting preceding the Annual Meeting (Usually Wednesday and Thursday nights) hotel accommodations, meals (Thursday and Friday), and appropriate out of pocket travel expenses related to the board meeting. Executive Board members are responsible for their Annual Meeting conference registration fee, travel expenses, meals (Saturday through Wednesday) and hotel accommodation (Friday to Wednesday) to attend the Annual Meeting.

- As with any governing board, there is an expectation Executive Board members will participate in the association's development efforts annually within the individual's comfort level.

**Description of the Finance and Audit Committee:**

This committee, which is chaired by the treasurer, provides financial oversight for the Association, and brings its findings to the Board. Included in its mission is improvement of the budget process, the budget document, financial activities, and the audit process. Additionally, the committee is responsible for developing and maintaining appropriate investment guidelines for APHA funds and accounts as well as monitoring investment performance. The Finance and Audit Committee meets a legal requirement of Sarbanes-Oxley. The Finance and Audit Committee works closely with the APHA Chief Financial Officer. In addition, APHA retains investment and finance advice from an outside firm specializing in working with health organizations. Finance and Audit Committee responsibilities include but may not be limited to:

- Oversight of budget process and monitoring of budgetary activities
- Review of proposed budget for recommendation to the Board for approval
- Oversight of auditing process
- Review of annual audit and making recommendations to the Board
- Overall oversight of APHA financial policies
- Review and monitoring of financial practices
- Oversight of Reserve Fund policies and practices
- Oversight of investment policies and practices