

## Healthy Aging – DPG Job Description

**Title:** Treasurer

**Term:** Two year, elected, voting commitment effective June 1<sup>st</sup>.

**Purpose:** Maintain records and complete all functions related to the financial status of the DPG. Assures that all policies and procedures related to financial matters are followed.

**Reports To:** Chair

**Responsibilities:**

1. Serves as a voting member of the HA Core Executive Committee and HA Executive Committee.
2. Maintains close contact with the HA Chair, Executive Director, HA Executive Committee and Core Executive Committee members and the Academy's Practice Team and Accounting Services Team.
3. Core Executive Committee Activities:
  - a. Supports the HA Guiding Principles and Academy-DPG Policy and Procedure Manual.
4. Participates in all meetings and conference calls.
5. Follows Academy financial policies and procedures.
6. Avoids conflicts between personal interests and the interests of the Academy.
7. Networks with dietitians in the aging field and recruits new members of HA.
8. Provides HA nominating Committee with suggestions of interested members for ballot and committee appointment

**Routine Activities of Position:**

1. Maintains fiscal accountability for the HA funds allocated from Academy Headquarters by keeping complete and accurate electronic records of all receipts and disbursements. Note: This is typically done by monitoring the online reports.
2. Works with the Executive Director to approve the collection and disbursement of all monies, contracts and service agreements per DPG Policy and Procedure Manual.
  - a. The ED is responsible for drafting letters of agreement and negotiating contracts.
3. Assures that the ED properly codes check requests and invoices
4. Reviews and co-signs expense reports, check requests and invoices, forwarding to the Academy within seven (7) days of receipt or responding to online expense reports within 3 days.
5. Assures that the ED deposits any income to the Academy within seven (7) days of receipt.
6. Works with Chair-elect and Executive Director to develop the HA budget for the next year's program of work in accordance with Academy procedures and deadlines (typically performed November – December)
7. Monitors travel expenditures for Spring EC meeting and FNCE® and provides timely updates to ED and Chair regarding actual expenditures versus anticipated.
8. Works with the ED to create travel authorization paperwork.
  - a. Reviews and forwards travel authorization to the Academy.
9. Performs other duties as requested by Chair.

**Reports Required:**

1. Monthly EC Committee Treasurer Report
2. Suggest HA job description and Guiding Principles revisions.
3. Complete reports as requested.

**Deadlines or Target Dates to be Aware of:**

1. HA Newsletters, articles/columns due to Coordinating Editor (if requested)
  - a. Spring, Summer, Fall & Winter Issues. Dates to be determined.
2. The Academy Food & Nutrition Conference & Expo (FNCE). Dates determined by the Academy (annually, during Fall).
3. Academy's New DPG Treasurer Orientation – as offered (typically provided annually at FNCE)
4. HA Executive Committee Meetings scheduled in:
  - a. FNCE®, date determined by the Academy.
  - b. Spring
5. HA budget and Program of Work – deadlines will be determined by the Academy (typically November – January).

**Travel Expected as budget allows:**

1. Spring Executive Committee Meeting
2. FNCE® Executive Committee Meeting
3. Other travel as requested by Chair or the Academy as budget allows.

**Conference Call Participation:**

1. HA Executive Committee Conference Calls – Calls range from 3-4 per year to monthly. Dates determined at the start of fiscal year HA Board Meeting.

**Materials to be passed on to successor:**

1. All relevant HA files maintained by this position during term of office in electronic form, and position description (keeping in mind that many documents are archived on the EC side of the website and do not need to be sent).
2. Update report for successor on current status of ongoing projects.
3. Information on where to find key Academy documents.