

Treasurer Position Responsibilities

“The Treasurer shall serve a term of two (2) years. The Treasurer shall be the Chairperson of the Finance Committee, shall oversee the management of funds for duly authorized purposes of the Interest Network (IN), shall prepare the annual budget, and shall present financial reports to the IN at each regular meeting and an annual report to the membership.”

General Responsibilities and Roles:

The Treasurer has primary responsibility for oversight of the IN’s daily fiscal operations. This entails responsibilities in the areas of 1) maintaining all required fiscal records and reports, 2) ensuring all the IN operates in good faith with all vendors, and 4) adhering to all budgeting and auditing procedures.

Position Requirements:

- 1.) Current membership in AAMFT
- 2.) Good fiscal habits

Daily Operations Functions

Records

- Maintain financial records per AAMFT handbook and legal requirements.
- File all appropriate reports related to IN’s finances as required by law and AAMFT guidelines.

Budgets/Audits

- Complete budgeting procedures as outlined in the AAMFT handbook.
- Present actuary budget report at monthly board meetings.
- Present annual financial report the membership at the annual IN meeting.
- Complete audit procedure as outlined in the AAMFT handbook.

Vendors

- Monitor reimbursements, and payments in accordance with the IN budget
- Will insure all approved expenditures are submitted to AAMFT in a timely matter.
- Will bring to the attention to the IN Chair and AAMFT CEO problems or fiscal disputes with any vendor.

Policy

- Offer plans for appropriate use of funds and raise concerns around use of IN funds that might be harmful to the association, the IN, and/or the membership.
- Provides annual recommendations regarding fiscal policy and procedures

General

- Attend all regular IN meetings.
- Complete other duties as developed with IN Leadership and/or AAMFT.