



an affiliate of the  
**eat right.** Academy of Nutrition and Dietetics

## **TREASURER**

The Treasurer is elected by the membership, serves for two (2) years, and is the chief financial officer of the Oregon Academy, serves as the Academy Foundation liaison, and serves as a voting member of the Executive Board.

## **QUALIFICATIONS**

- Member of the Academy and the Oregon Academy in the Active, Life or Retired category.
- Active in the Oregon Academy and/or district associations
- Experienced in budgeting, fiscal planning and management
- Computer skills including Microsoft Excel and Word
- Able to donate adequate time to perform the responsibilities of the office

## **RESPONSIBILITIES**

- I. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).
- II. Has oversight of all funds of Oregon Academy
- III. In conjunction with the Oregon Academy Office, monitor full and accurate financial records
  - A. Assure that the expense reimbursement form is available for submission of all reimbursable expenses.
  - B. Review and sign checks sent by the Oregon Academy Office. Mail signed checks to appropriate persons.
    - I. If travelling or unavailable to sign and mail checks within 3 business days of receipt, notify the Executive Office. Checks will temporarily be mailed to the Oregon Academy president for signing/ mailing.
  - C. Assure that the Oregon Academy Office retains financial activities reports, budget, summary of financial reports for Oregon Academy meetings and Year-to-Date reports for seven (7) years.
  - D. Assure that the Oregon Academy Reimbursement Policy is followed.
  - E. Review monthly Administrative hours and discuss with the Admin office and president if needed.
- IV. Serves as Finance Committee Chair – see Finance Committee description (Refer to Policy and Procedures section)
- V. Report the financial status of Oregon Academy to the Executive Board and the members
  - A. Submit a financial report (in collaboration with the Executive Office) to the Executive board at each Executive Board meeting.

- B. Provide a financial report at the General Business Meeting at the Oregon Academy Educational Conference (as requested).
- VI. Assure that Oregon Academy Office pays all annual fees as they become due
  - A. Incorporation fee
  - B. Filing fee with annual report to Oregon Department of Justice
  - C. Liability insurance
  - D. P.O. Box
- VI. In conjunction with the Oregon Academy Office, sign and file taxes (or assure that taxes are filed) by established deadline(s)
  - A. IRS classification of Oregon Academy is "501 C-3"
  - B. IRS classification of the Academy is "501 C-6"
  - C. Federal Tax Identification number for Oregon Academy is 93-6035883