

JOB DESCRIPTION

Position Title: Treasurer

BASIC FUNCTION

The Treasurer oversees the financial affairs of the association as assigned by the AADE Bylaws and the Board of Directors. The Office of the Treasurer is for a term of one year beginning on the first day of the calendar year immediately following his/her election.

DUTIES AND RESPONSIBILITIES

1. Serves on the Performance Oversight and Monitoring Committee (POMC) and may serve as Chair; prepares and presents the POMC Committee Report at each Board Meeting, with the assistance of the CAO and CEO
2. Serves as a member of the Governance Committee
3. Serves as the Treasurer for the AADE Education and Research Foundation; and, with the CAO and CEO, prepares a report for each Foundation meeting
4. Reviews with the CAO and CEO, the progress of the association's budget throughout the year, including investments
5. Plans with the CAO a meeting of the Performance Oversight and Monitoring Committee
6. Presents the Treasurer's Report at the Annual Business Meeting at the AADE Annual Meeting
7. Performs other duties as assigned by the Board of Directors

*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board director positions also apply to officer positions.

MINIMUM QUALIFICATIONS

- Must be a current member of the Board of Directors or a previous member of the Board who has been off the Board for no more than one year and is an active member.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to meet all expectations of the position and time commitment
- Strategic and critical thinker
- Visionary
- Commitment to AADE by willingness to represent and promote the association without regard to professional discipline, practice, or interest and to put the association's interests first without regard to professional discipline, practice, or interest
- Skilled communicator
- Ability to manage multiple projects
- Sense of humor
- Enthusiasm
- Objectivity
- Prioritizes issues consistent with AADE's strategic plan
- Outcomes/results oriented
- Empowers others
- Diplomatic when dealing with opposing viewpoints
- Appreciates change and the ability to manage change
- Organizational and management skills
- High energy level
- Interest in the general principles of fiscal oversight for not-for-profit organizations
- A team player, consensus builder
- Media savvy
- Presents a positive professional image
- Computer and technology literate with reliable access to a computer
- Operates at all times in an environment of trust, confidentiality, and candor
- Demonstrates leadership ability
- Politically astute

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors, chairperson of any of its committees, task forces, Communities of Interest, or Coordinating Bodies shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the AADE. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of AADE's Core Concepts Courses.
