FCP Dietetic Practice Group Position Description

TREASURER

Term: 2 years; Term of office coincides with the Academy of Nutrition and Dietetics fiscal year (June 1 through May 31).

Qualifications
✓ Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification
✓ Able to view and understand financial records.
✓ Available to serve in the office for two (2) consecutive years.

Roles
✓ Serves as a voting member of the Executive Committee.

General Duties
 o Oversees the fiscal affairs of the practice group
 o Prepares and monitors FCP budget and accounts with the Academy, with assistance from the FCP Office.
 o Reports the financial status of FCP to the members at the annual business meeting (if requested), during each board call/meeting and other occasions as requested.
 o Assist incoming Chair and FCP Office in development of budget and all related Program of Work financial information.

Specific Duties
 o Approves disbursement of all funds as provided by the budget including expense report review and approval, and processing check requests by submitting to DPG Accounting.
 o Submits a brief financial report to the Executive Committee monthly.
 o Working closely with Chair and Executive Director, advises the Executive Committee in the management of the annual budget and financial status of FCP and as necessary, authorizes contracts and service agreements.
 o Assists the Chair-elect with the preparation of proposed budget (with the FCP Office).
 o Notifies Chair that a personal online expense report has been filed. (The Chair approves the Treasurer’s online expense submissions).
 o Trains the Treasurer-elect in the duties of the Treasurer
 o Performs other duties as requested by the Executive Committee.

General Schedule
June
- Attend June Executive Committee meeting.
- Prior to the meeting, orient with outgoing Treasurer.
- Sign any/all forms, as requested, by the Academy.
- Review FNCE® EC funding information and communicate funding information to EC members.

July/August/September
- Review monthly financial reports.
- Participate in monthly Executive Committee call.
- Communicate with FCP Office re: processes for FNCE® registration & event financials.
- Approve/process all financial invoices/revenue.

October
- Review monthly financial reports.
- Attend FNCE® Executive Committee meeting, if possible.
- Communicate with FCP Office re: processes for FNCE® registration & event financials.
- Approve/process all financial invoices/revenue.

November/December
- Review monthly financial reports.
- Participate in monthly Executive Committee call.
- With the FCP office, finalize financial reporting from FNCE®.
- Work with the Chair-Elect & FCP Office on development of Program of Work budgeting.
- Approve/process all financial invoices/revenue.

January/February/March
- Review monthly financial reports.
- Participate in monthly Executive Committee call.
- Approve/process all financial invoices/revenue.

April/May
- Review monthly financial reports.
- Participate in monthly Executive Committee call.
- Approve/process all financial invoices/revenue.
- If completing the 2nd year, prepare all documents for transfer and complete orientation with incoming treasurer (include the FCP Office, as needed).
- Provide an electronic signature to the FCP Office for use on contract and other approved documents.
- Prepare annual report.
- Review relevant policies and procedures.
- Review/update job description as needed.