

Revised by: _____
 Approved by: _____
 Reviewed with no changes by: Robin Plotkin
 Reviewed with no changes by: _____

 Date of revision: _____
 Date of approval: _____
 Date of review: 6/06
 Date of review: _____

- A. TITLE OF POSITION:** Treasurer
- B. ELECTED OR APPOINTED:** Elected
- C. DURATION OF POSITION:** Two years; One-year availability for consultation.
- D. TERM OF OFFICE:** June 1 through May 31
- E. VOTING/NON-VOTING:** Voting
- F. LINE OF COMMUNICATION:** Reports to Chair of NE. Under the Direction of ADA Division of Practice.

G. GENERAL RESPONSIBILITIES:

1. The Treasurer will execute the financial transactions of DPG-30 using the policies and procedures of the Centralized Financial Accounting System of the Council on Practice of the American Dietetic Association.
2. Receive revenue other than membership dues owed DPG-30. Code checks and credit card charges with appropriate code number and review checks and charges coded by Administrative Assistant. Submit revenue to ADA for deposit in DPG-30 account.
3. Authorize disbursement of funds as provided by the budget.
 - a. Check each Expense Report form and Check Request form sent by the NE officers for mathematical accuracy and appropriate code numbers. Sign each form and submit to ADA for processing.
 - b. Prepare Expense Reports or Check Requests for all transactions sent directly to the Treasurer.
 - c. Keep records of Treasurer-incurred expenses, complete forms, and submit to Chair for approval. Chair sends to ADA Headquarters for reimbursement.
4. Keep electronic and paper file of all transactions and check monthly statements provided by ADA. Communicate closely with ADA Headquarters to maintain maximum accuracy of all financial records.
5. Process all transactions in a timely manner (within one week of receipt).
6. Prepare a quarterly report prior to each conference call and FNCE summarizing income and expenditures to date for each project. Also provide other agenda items as directed by Chair.
7. Supervise the preparation and monitoring of the annual budget.
 - a. Provide each Executive Committee member with the necessary forms and instructions to complete project budgets and program of work (POW) forms for each project they administer. Request proposed budgets and POWs from each EC member and ongoing committee chairs at least 60 days prior to due date.

- b. Develop budget for this office for the coming fiscal year so that it can be included in the administration project code.
 - c. Provide EC members and committee chairs with financial information necessary for completing quarterly tracking forms.
 - d. Submit overall NE budget and POW forms for all NE projects to ADA in a timely fashion.
8. Educate all NE officers as to appropriate means of communicating regarding NE financial matters including new forms and procedures.
 9. Provide a written financial report for publication in one newsletter/year as well as other pertinent articles.
 10. Participate in all EC meetings and conference calls and the annual general meeting.
 11. Maintain current files/notebooks of NE activities pertaining to this office to be transferred to the incoming Treasurer no later than June 30.
 12. Attend ADA Treasurer's meeting at FNCE and the midyear Transition Meeting in April.

H. REPORTS REQUIRED:

1. DPG Budget and Program of Work forms for all projects due by December 31.
2. Quarterly reports
 - August
 - October
 - January
 - April
3. Annual Report on financial status of DPG at FNCE and written report for newsletter.
4. Monthly spreadsheet of revenue and expenses for all projects due one month after budget approval from ADA.

I. TIME SPENT IN ACTIVITIES:

Allow approximately 2–3 hours per week on average. More time spent after FNCE and midyear meeting/regional workshop. Budget process takes approximately 60–80 hours total between October and April.