

Treasurer

- Serves on Finance Committee
- Serves on the Executive Committee
- Serves as Treasurer of the IOH
- Serves as Treasurer of HYPAC
- Serves as ex-officio member of the HOD
- Reviews expenses and other financial activities of the association
- Performs duties and carries out responsibilities as delegated by the President
- Participates in new Director/Officer orientation
- Approves all member reimbursement forms
- Provides input on the budget format
- Participates in discussions on decision and trends which have an impact on financial stability
- Is named on all bank accounts
- Spends approximately 15 hours per month on ADHA business

To support the duties outlined above, the Treasurer should possess a number of skills in order to effectively serve in the position. These include:

- Effective communication skills – the Treasurer acts as a liaison between the finance staff team and the BOD. Therefore, good communication is important as complex ideas and numerical data are disseminated to the finance committee, BOD and even the HOD in a condensed, clean, and easy-to-understand way.
- Willingness to collaborate with staff on a regular basis – interaction is necessary to maintain open lines of communication and to ensure member questions are addressed timely and accurately.
- Good organizational skills – administrative work is present, but typically minimal. Several BOD expenses are approved by the Treasurer, requiring a system of organization.
- Strategic thinking – a big-picture, forward-thinking mindset connected to ADHA's Strategic Plan is vital as the Treasurer is called upon to offer opinions on budgetary creation for the upcoming fiscal year. The Treasurer must be able to maintain objectivity and understand the principals of not-for-profit fiscal management.
- Ability to prioritize issues consistent with the Strategic Plan – the Treasurer holds value as a voting member of the BOD. Discussion and votes in meetings, often not related to finance, require preparation, time, and attention to detail.