



**KANSAS ACADEMY OF  
FAMILY PHYSICIANS**  
**CARING FOR KANSANS**

**TREASURER JOB DESCRIPTION**

**BASIC FUNCTIONS**

- Monitors Academy finances.
- Provides timely reports to the Board of Directors on the financial status of the Academy.

**DUTIES, RESPONSIBILITIES AND AUTHORITY**

- Serves as a member of the Board of Directors and Executive Committee.
- Reviews income and expenditure statements to ascertain whether the Academy is operating within its current approved budget.
- Renders a financial report, with the assistance of the CEO, at regular meetings of the Board of Directors.
- Prepares an annual financial report for the membership with the assistance of CEO. This report should include any financial recommendations which the Treasurer desires to present.
- Advises the Board of Directors of proposed actions that may involve the expenditure of funds that are not available.
- May be called upon to represent KAFP at state meetings and national meetings.
- The Treasurer shall have the authority to invest funds and serves as signer on KAFP bank accounts.
- In cooperation with CEO, the Treasurer shall be responsible for preparing an annual budget.
- In coordination with the CEO and external accountant, the Treasurer reviews monthly accounts payable processes for accuracy and in some cases, approval to distribute funds.

**QUALIFICATIONS AND TERM OF OFFICE**

- The Treasurer must be an active member in good standing.
- The term of office is three years, beginning at the conclusion of the annual meeting of the membership and expiring at the conclusion of the third annual meeting of the membership, unless reelected. There is no limit to the number of terms.

**TIME COMMITMENT**

- The Treasurer has many time-consuming demands from conducting Academy business.

The Treasurer shall attend:

- All regular and special Board meetings
- Executive Committee meetings
- Budget preparation meetings
- Staff compensation meetings

If possible and as the budget allows, it is also helpful for the Treasurer to attend:

- Advocacy Day



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- Multi-state Forum
- AAFP's Annual Chapter Leadership Forum
- Various other meetings, as needed

The Treasurer may also choose to attend annual meetings of other state chapters, the state legislative conference, and other meetings pertaining to Academy leadership. In addition, there will be additional days at home devoted to KAFP activities.