



Association for Information Science and Technology

JOB DESCRIPTION

Position Title: Treasurer

BASIC FUNCTION

All Board Directors have governance, strategic planning, fiduciary and financial responsibilities as defined by ASIS&T Bylaws. The Treasurer is elected for one three-year term and is eligible to run for one consecutive three-year term at the conclusion of their first term. Terms begin immediately following the conclusion of the Annual Meeting in the year of election. Upon taking office, Directors will not serve on other ASIS&T committees other than in their capacity as Board Liaison.

The Treasurer oversees the management and reporting of the ASIS&T's finances.

DUTIES AND RESPONSIBILITIES OF THE TREASURER

Officer Roles/Responsibilities

- The Treasurer supervises all dues collections and the accounts of the Association in coordination with the Association's Executive Director
 - The Treasurer ensures that full and accurate accounting records are always maintained; and presents such reports, including an annual report of the Corporation's financial condition, as the Board of Directors may direct.
 - The Treasurer presents the annual budget for Board approval.
 - The Treasurer reviews the annual audit, asks questions where appropriate, and presents the results to the Board.
 - The Treasurer is a member of the Executive Committee which also fulfills the roles of Budget & Finance Committee, and Executive Director Compensation Committee.
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TREASURER ROLES AND RESPONSIBILITIES

Governance

- Govern the association by setting broad policies and objectives, to ensure the association's capacity to carry out its business
- Approves the selection, compensation, and if necessary, the dismissal of the Executive Director and ensures regular performance evaluations
- Self-evaluates performance of the Board and provides for continuity

Strategic Planning

- Reviews and updates the mission, vision, values and goals of the organization
- Develops and reviews short- and long-term goals
- Performs and reviews results of routine (or regular) environmental scanning

Fiduciary

- Safeguards the assets and future of the organization and the availability of resources needed to implement the approved plan
- Approves the annual budget and oversees adherence to the budget and effective resource management
- Sets the investment policies and management of capital/reserve funds

Financial

- Helps to ensure the financial stability and viability of the organization through the identification, cultivation, and solicitation of prospective supporters/sponsors/partners
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TERM OF OFFICE

The Treasurer serves one three-year term in office. The Treasurer is eligible to run for a second term, not to exceed two consecutive terms in office.

CONDUCT

- Attends all Board and committee (as assigned) meetings and conference calls, and is prepared to participate by reviewing all materials and issues beforehand
 - Actively promotes and supports an ASIS&T committee by serving as board liaison, listening to members, participating in discussions, and serving as a positive spokesperson for ASIS&T and the profession
 - Speaks with “one voice” externally for the Board; recognizes that a director of the ASIS&T Board represents the voice of the association to members and the general public
 - Actively supports all ASIS&T initiatives
 - Utilizes knowledge-based decision making
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QUALIFICATIONS

- Current membership in ASIS&T;
 - Five (5) years of membership in good standing within the last ten (10) years as an Individual, Student, Transitional Professional or Retired member of ASIS&T;
 - Personal and institutional commitment to devote the time necessary to perform the responsibilities of Treasurer;
 - Understanding of and experience in financial accounting/management for nonprofit organizations; and
 - Understanding of financial markets and investment strategies
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KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to meet all expectations of the position and time commitment, which includes participation in quarterly Board and committee meetings and conference calls;
 - Willingness to represent and promote the association without regard to professional discipline, practice, or interest;
 - Commitment to ASIS&T and willingness to uphold the Professional Guidelines of ASIS&T; and
 - Leadership skills including, but not limited to the following: integrity, visioning/strategic thinking, communication, relationship building, advocacy, persuasion, adaptability, teamwork, coaching and development, strategic decision making and planning, cultural competence.
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TIME COMMITMENT

All Board Members are expected to attend at least four meetings during the year and serve as a liaison to at least one Committee. The Board meets once face-to-face and at least three times by video conference. The face-to-face meetings take place as follows:

- ASIS&T Annual Meeting: This is a two-day meeting for Members-at-Large and a 2.5 day meeting for the Executive Committee which includes the Treasurer.

- Video Conferences are scheduled for at least two hours quarterly, with the mid-year call being of a strategic nature and therefore longer or, potentially, held over multiple days.

The video conference meetings take place in roughly February, May, and August (depending on the timing of the other meetings) and are 2-3 hours in duration depending on the agenda. Given the challenges of finding a time that can accommodate the time zones of an international Board, often these meetings take place very early in the morning or late in the evening for some participants.

The Treasurer does not serve as a Board Liaison. However, he/she serves on the Executive Committee which meets monthly via video conference and once per year face-to-face in conjunction with the scheduled Board meetings. Each of these meetings is roughly 90 minutes. When the Executive Committee is acting as the Budget & Finance Committee, the Treasurer serves as Chair.

The Treasurer also meets monthly for up to one hour with the Director of Finance and Administration to discuss monthly reports and financial matters. In preparation for these meetings, the Treasurer reviews all financial materials, budgets, audit, and other documentation as needed.

FINANCIAL CONSIDERATIONS

ASIST Directors may request reimbursement of expenses related to attending meetings of the Board of Directors.

Expenses will be reimbursed on a sliding scale based on the distance traveled by the Board member to attend the meeting.

| Distance Travelled | Reimbursement Cap |
|---------------------------|--------------------------|
| 6000+ Miles | \$2,200 |
| 4,000 – 6,000 Miles | \$1,800 |
| 2,500 – 4,000 Miles | \$1,400 |
| Up to 2,500 Miles | \$1,000 |

Eligible expenses include train / airfare, ground transportation, parking, up to 3 hotel room nights (variable by term start and end date—see below), and meals in transit.

Board members taking office after the Annual Meeting are not required to attend the Wednesday Board Meeting in person but may attend via video conference. They are not eligible to receive travel reimbursement as outlined above. However, if a new Director does attend the Board Meeting following the Annual Meeting, one night's hotel will be reimbursed.

Board members leaving office after the Annual Meeting are not required to attend the Wednesday meeting and may claim the reimbursement cap less one room night + taxes and fees (based on the prevailing rate at the conference hotel).

CONFLICT OF INTEREST

No member of the Board of Directors, chairperson of any of its committees, task forces, Chapters, Special Interest Groups, or other 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 ASIS&T.

LIABILITY

ASIS&T carries Directors & Officers insurance which indemnifies Board members from being held personally liable for the actions of the Association or any member thereof.

ADDITIONAL INFORMATION

Additional information on Board Service, expectations and process can be found in the [Board Service FAQ's](#).

Approved by the ASIS&T Board on April 5, 2019