



## Job Description

**Job Description:** Treasurer Elect

**Effective Date:** 1/2018

**Approved by:** APIC MN Board of Directors

**Review/Revise Date:** 3/2025

### 1. General Description

- Complete a conflict-of-interest statement prior to or at your first board meeting in December and update this document during the year if there are changes in status.
- Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website.
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN but rather is a personal opinion.
- Representatives are asked to not endorse a product or company on behalf of APIC MN but may express an opinion or comment based on personal experience.
- Give a verbal report during chapter business meetings as desired/necessary.
- Provide a verbal report at board meetings if requested.
- Review job description annually and update as needed (October).
- Review, at least annually, the APIC MN website for content pertaining to your role on the Board. If you wish to make changes to the website, provide the Communication Director these changes.
- Become familiar with APIC MN Policies (see APIC MN websites).
- Attend National APIC orientation for Leaders and become familiar with the resources for the Treasurer.

### 2. Specifics of Job

- The position is a one-year term.
- Serve as a non-voting member on the Board of Directors.
- Prepare to assume the office of Treasurer for the following two years.
- Assume the office of Treasurer automatically, should the office become vacant.
- Exercise all powers to perform the duties of the Treasurer in the latter's absence or inability to act.
- Assist with treasurer responsibilities when needed
  - Review annual budget
  - Assist with annual tax forms (1099, 1096, 990-EZ, etc.)
  - Complete paperwork to access Bank Accounts
  - Write checks in absence of Treasurer
  - Participate in APIC national treasurer meetings when able