



# *Conference for Food Protection*

## *EXECUTIVE TREASURER*

### *Position Description*

The Executive Treasurer (Treasurer), along with the Conference Chair (Chair), the Executive Director (Director) and the Executive Board (Board), is responsible for conducting the ongoing financial business of the Conference for Food Protection (CFP). The Treasurer is an independent contractor subject to the terms of the prevailing service agreement.

#### **Responsibilities and Duties**

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*.
- Reports to the Board.
- Maintains the financial records of the Conference and provides financial counsel to the Director and the Board.
- Provides a Treasurer's report; submits to the Board thirty (30) days prior to each Board meeting.
- Handles all CFP financial duties:
  - Banking (checking and CDs)
  - Accounts payable (salaries, bills and travel reimbursements)
  - Annual operating budget; submits for Board approval
  - Quarterly and year-end financial reports; submits for Board approval
  - Financial records for annual audit
  - Taxes
  - Corporation renewal
  - Secretary of State and Attorney General filings
  - Domain registration
  - Bonding and liability insurance
  - Membership applications and dues
  - Crumaine Award sponsorships
  - Financial elements of all contracts
  - Other related matters

- Responsibilities prior to the biennial meeting:
  - In cooperation with the Director, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
  - Reviews and approves prospective biennial meeting expenses.
  - Applies for grant subsidy as available; administers the application, notification and selection process.
  - Receives and processes all pre-registrations coordinating with the Executive Assistant.
  - Works with Sponsorship Chair to receive contributions.
  
- Responsibilities during the biennial meeting:
  - Supervises on-site registration desk with local arrangements staffing; secures money; keeps accurate records of walk-in registrants; provides receipts.
  - Provides Treasurer's Report to the Assembly.
  
- Responsibilities after the biennial meeting:
  - Examines hotel billing for accuracy; pays in a timely manner.
  - Reviews all additional biennial meeting invoices; makes payment.
  - Provides grant subsidy reimbursements as applicable.
  - Provides a biennial meeting financial status report at the fall Board meeting following the biennial meeting.

### **Selection Criteria**

- A member in good standing of CFP.
- Has a thorough working knowledge of the goals, structure and process of the Conference.
- Possesses a good understanding of financial accounting principles.
- Possesses sound judgment, balance, integrity and objectivity.
- Possesses good computer skills.
- Be able to assess and meet the needs of the Conference membership.
- Commits to attending the biennial meeting and Board meetings as needed.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest; abides by the terms of the service agreement.