



Conference for Food Protection

EXECUTIVE TREASURER

POSITION DESCRIPTION

The person holding this position shall have approval from their employer and shall: be a current Conference member, be capable of applying Robert's Rules of Order, understand how the Conference functions, and know and support the current *CFP Constitution & Bylaws* and *CFP Biennial Meeting/Procedures document*.

This Position is determined by Board approval. The term of this Position shall be from appointment through the end of their service agreement.

Minimum Prerequisites

- Thorough working knowledge of the goals, structure, and process of the Conference.
- Good understanding of financial accounting principles.
- Possess sound judgement, balance, integrity, and objectivity.
- Good computer skills.
- Ability to assess and meet the needs of the Conference membership.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest prevails; abides by the terms of the service agreement.
- Attend committee meetings by using technology available.
- Attend the Board meetings in person and be prepared to use the technology available.
- Attend the CFP Biennial Meeting in person

Term Limit Per service agreement

Responsibilities & Duties

- Conducting the ongoing financial business of the CFP with the Director, Conference Chair, and Board
- Reports to the Director.
- Serves as an ex officio, non-voting, Board member.
- Maintains financial records of the Conference and provides financial counsel to the Director and Board.
- Prepares periodic Treasurer's report and submits to the Board.
- Is responsible for all CFP financial duties:
 1. Manage all bank accounts and funds including checking, savings, grant accounts, etc.
 - a. Works with Assistant related to receipt of any funds paid by check.
 2. Manages investment accounts as directed by the Board.
 3. Manages accounts payable such as salaries, bill, travel reimbursements, etc.
 - a. Works with Assistant to monitor receivables via online third-party membership, sponsorship, donation, registration, and event registration program.
 4. Develop annual operating budget with the Finance Committee and submits to Board for approval.

5. Prepare quarterly and tear-end financial reports and submits to the Audit Committee for review and then submit to Board for approval.
 6. Prepare and maintain financial records, electronic and paper, for quarterly and annual audits by the Audit Committee and an external certified public accountant that shall conduct an audit of the Conference's financial records at least every 4 years.
 7. File state and federal tax returns and perform any other duties related to taxes.
 8. Manage funds related the Crumline Award sponsorships.
 9. Submits expense reports to the Director for approval.
 10. Handles other related financial matters as needed
- File and maintain required paperwork with the Secretary of State and Attorney General for CFP's non-profit status.
 - File required paperwork for corporation renewal.
 - Maintain website domain registration.
 - Secure bonding and liability insurance.
 - Review financial elements of all contracts.
 - Works with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports and to understand the implications of these reports.
 - Serves as an ex officio, non-voting member of the Strategic Planning Committee.
 - Collaborates with the Audit and Finance Committees to coordinate third-party audits as required by the CFP Constitution.
 - Responsibilities prior to the CFP Biennial Meeting:
 1. In cooperation with the Director, prepares the CFP Biennial Meeting budget which includes registration fees one year in advance. Registration fees must be submitted to the Board for approval.
 2. Reviews and approves CFP Biennial Meeting expenses.
 3. Applies for FDA or any other grant subsidy available and manages those funds. This includes the administration of the applications, and notification to the recipient of the selection process.
 4. Receives, processes, and collects registration and membership fees including pre-registration payments and refunds in coordination with the Assistant.
 5. Works with Sponsorship Committee Chair, the Local Arrangements Committee Chair, and Assistant to receive and track contributions.
 - Responsibilities during the CFP Biennial Meeting:
 1. Supervises onsite registration desk with Local Arrangements Committee members. Secures money and keep accurate records of walk-in registrants and provide their receipts.
 2. Provides verbal Treasurer's report to the Assembly.
 3. Works with Director and Assistant to address any and all financial concerns.
 - Responsibilities after the CFP Biennial Meeting:
 1. Examines meeting venue billing for accuracy and pays in a timely manner.
 2. Reviews all additional CFP Biennial Meeting financial status report at the next Board meeting following the CFP Biennial Meeting.
 - Responsibilities for grants awarded in collaboration with other agencies aligned with CFP objectives.
 1. Assists the Director and grant staff to manage CFP's portion of the financial components of the grant.

2. Works with grant collaboration staff to manage finances and deliverables of the grant.
3. Any additional grant duties as assigned by the Director.

NOTE: Compensation for completion of post-award grant-related duties and responsibilities, as specified in this position description, is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the *Conference for Food Protection Executive Treasurer Service Agreement*.

Revised 10-28-24

6. "Due to complexities that necessitate in person discussion, it will be at the Conference discretion to request the Standing Committee Chair in person attendance at a Board meeting based on the agenda, needs, and availability of travel reimbursement funds."

Revision date: 3-3-24