



## Fact Sheet for Elected Position: Treasurer

Purpose/Time Commitment	Responsibilities	Qualifications
<p><b><u>Purpose:</u></b> Coordinates financial management of ABM to ensure financial stability, oversees custody of the organization’s funds, and budget development through actions conducted by the ABM staff.</p> <p><b><u>Length of term:</u></b> 2 years</p> <p><b><u>Hours per month:</u></b> 2-4 hours per month</p> <p><b><u>Meetings per year:</u></b></p> <ul style="list-style-type: none"> <li>• 1-in-person board meeting per year held at the ABM Annual International Conference and attendance at the annual membership meeting.</li> <li>• Up to five virtual Board meetings as needed throughout the year. Each meeting is scheduled for up to 120 minutes.</li> <li>• Up to five virtual Executive Committee meetings as needed throughout the year. Each meeting is scheduled for up to 60 minutes.</li> <li>• Attend assigned committee meetings that may meet virtually on a bi-monthly basis.</li> </ul>	<p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>• Oversee bank accounts, payment of expenses, financial statements, and accounting systems through the actions of the staff.</li> <li>• Reports on the financial status at board and membership meetings.</li> <li>• Review strategic priorities for financial implications</li> <li>• Ensures reporting to the IRS is complete through the actions of the staff.</li> <li>• Ensures insurance policies are maintained and bonding for all signatures on bank accounts through the actions of the staff.</li> <li>• Oversee the staff in the annual budget development and present the budget to the board for approval.</li> <li>• Votes on all policies affecting membership.</li> <li>• Liaisons to task forces/committees as assigned.</li> <li>• Uphold the organization's precepts, mission, and goals and abide by the conflict-of-interest guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous member of ABM for the last three years.</li> <li>• Must be a Physician-level member in Category 1, 2, 3, or a Gold member.</li> <li>• Must be a legal resident of the U.S.</li> <li>• Demonstrated experience volunteering within a global, national, or local organization as a board member, committee chair, project leader, or local chapter leader.</li> <li>• Experience developing and managing a budget (i.e., management position).</li> <li>• History of consistent meeting attendance and successful work outcomes at meetings applicable to previous organizational leadership roles.</li> <li>• Recommendation from ABM member in a current or previous leadership position.</li> <li>• Ability to disrupt “group think”</li> <li>• Innovative thinker with the ability to focus on strategy</li> <li>• Adaptable to changing environment</li> <li>• Strong collaboration/relationship-building skills</li> <li>• Understanding or ability to understand the complexity of the Academy</li> </ul>

