

Dietitians in Business & Communications (DPG-32) Position Description

TITLE: TREASURER

TERM: Two Years; elected during even years
Voting member of the Executive Committee.

PURPOSE: Serves as a liaison for DBC in all financial matters.

REPORTS TO: Chair

COMMUNICATE WITH: Business Development Chair, DBC Executive Director, DPG Accounting, and Committee Chairs

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

1. Review monthly financial reports from the Academy.
 - a. Discuss issues and discrepancies with DBC Executive Director and, if need be, the Academy Accounting Department and DPG manager.
2. Review all DBC invoices.
 - a. Review, approve and submit to the Academy for payment according to policy and procedures. *Note: coding is usually completed by the DBC Office.*
3. Submit check requests, Academy Travel Store authorizations and fund transfer requests as needed.
4. Approve online expense reports.
 - a. Assure submitted reports are coded correctly and within established budget or allowed expenses.
5. Work with DBC Executive Office and Business Development Chair to ensure all revenue is received and processed, including grants and sponsorships. *Note: Invoices are initiated by Academy Accounting and checks are sent directly to the Academy.*
6. Collaborate with the Chair Elect and DPG Office to develop the upcoming Plan of Work.
 - a. Communicate with Committee Chairs about committee needs to determine funding needs for the upcoming fiscal year.
 - b. Identify opportunities to streamline and reduce expenses where possible.
7. Attend DBC Executive Committee meetings at FNCE® and in the spring as determined by the Chair and budget.
8. Participate in monthly, or as needed, Executive Committee conference calls.
 - a. Monitor financial status against budget and report to the DBC Chair and Executive Committee during monthly Executive Committee conference calls.
 - b. Make recommendations to the Executive Committee for changes in membership dues and other appropriate aspects of the budget.
9. Support the goals of DBC and the work of the Executive Committee.
10. Keep records of personal expenses incurred in the performance of responsibilities and process expense report in accordance with fiscal policy and procedure.
11. Complete other duties as requested.