JOB DESCRIPTION

SECRETARY/TREASURER

CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

The CAFP Secretary/Treasurer is responsible for oversight of CAFP finances and financial policies. The Secretary/Treasurer should have knowledge and understanding of the organization's financial reports and act as a liaison around financial issues to the Board of Directors. Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.

Financial Oversight:

- Become familiar with and review accounts of the properties and funds of the CAFP.
- Monitor financial condition of the CAFP.
- Enforce strong internal controls and financial management policies.
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns
- Regularly assess risks and whether and how such risks should be mitigated

Chairing Audit and Finance Committees: The Secretary/Treasurer serves as the chair of the Audit and Finance Committees. Responsibilities include working with staff to set the agenda, identifying priorities and facilitating the meeting.

Budget: Understand budget fundamentals and ensure the CAFP Budget is consistent with organizational priorities. Review the Budget before it is sent to the Finance Committee.

Liaison to the Board: The Secretary/Treasurer is responsible for working with the CEO to keep the board apprised of key financial events, trends, and concerns. The Secretary/Treasurer will also translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience.

Financial Reporting: The Secretary/Treasurer is also generally responsible for working with staff to ensure the completion of required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.

Minutes: Ensure accurate minutes and transactions of the AMAM and the Board and serve as secretary

Eligibility: The Secretary/Treasurer shall be elected of and by the Board of Directors for up to three one-year terms, and their Board term must not expire during their term of Board service.

Key Criteria: Current or past CAFP Board member, current or past CAFP Finance Committee member, understand finance and budget fundamentals.