

ADFM TREASURER

2-year term

ADFM has a Management Services agreement with STFM in which, in collaboration with the ADFM Executive Director, the STFM Chief Financial Officer and the STFM Accountant develop budgets and analyze financial reports; write checks, make deposits, and manage checking/savings accounts; enter transactions into the accounting system; review monthly transaction reports; produce quarterly financial statements; assist with gathering information for annual tax return and preparations for the 990 Tax Report, and process reimbursements and payments.

Responsibilities

- Review of quarterly reports with the ADFM Executive Director and STFM CFO
- Review annual ADFM budget with ADFM Executive Director and STFM CFO
- Report to the Board on financial status of ADFM with reports provided by STFM
- Serve as Chair of the ADFM Finance/Audit committee which meets 3-4 times per year
- Report to the membership at the ADFM Annual Business meeting on the financial status of the organization
- Participate in monthly ADFM Executive Committee meetings
- Serve on the Board of Directors, including attending 3+ virtual meetings of the Board throughout the year and 3 in-person meetings (two related to the Annual Conference in February and one in the fall, usually in conjunction with the AAMC meeting).

Length of Commitment

The length of service to ADFM in this role is two years.

Eligibility

- Chair of an ADFM member Department
- Demonstrated leadership potential or interest in ADFM
- Ideally, some experience with organizational finances

The ADFM Board of Directors and Nominations Committee are interested in having a diversity of voices in the leadership of the organization.

Election Process

Election by the membership. Eligible candidates are vetted by the Nominations Committee and then approved by the Board to be put forth for a membership vote on an uncontested slate.

5.18.20 last updated