



Florida Society of Health-System Pharmacists

TITLE: **TREASURER**

REPORTS TO: **BOARD OF DIRECTORS**

QUALIFICATIONS:

- FSHP pharmacist member in good standing.
- Preferably has experience as a member of the FSHP Board of Directors.
- Ability to serve full term of office.
- Interest in financial management and accounting procedures.
- Ability to compose and present reports and recommendations.
- Ability to interpret and analyze financial reports.

FSHP Governing Documents: 3.13, 3.5, 3.5.1, 3.5.3

FUNCTION: The Treasurer serves as the custodian of the funds for the Florida Society of Health-System Pharmacists. Responsibilities of the Treasurer include the investment and disbursement of these funds at the direction of the Board. This position is nominated by the Board of Directors and elected by a majority vote of the members present at a meeting of the House of Delegates for a three-year term beginning upon installation at the Annual Meeting.

TERM OF OFFICE:

The term of office will be three years. No person shall serve more than two successive terms as treasurer.

TIME COMMITMENT ESTIMATE:

The FSHP Treasurer can expect to spend a minimum of 18 days per year attending FSHP-related meetings and performing FSHP activities, not including Executive Committee meetings and conference calls. An additional three to four days could be spent in “optional activities” if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends (usually Saturdays).

The FSHP Treasurer can expect to spend an average of four to six hours per week reading FSHP material, preparing for FSHP activities and communicating with FSHP members via the telephone/e-mail systems.

With the acceptance of this position, at least 75% participation is required. This includes conference calls and live meetings. At the start of a President’s annual term in August, the number of potential conference calls and live meetings will be presented and approved by the FSHP Board of Directors. By

mid-term, Board members will be evaluated if they have not participated in at least 50% of Board activity (calls and/or live meetings). Should a situation arise where a Board member can no longer commit, a majority vote of the Board is required to dismiss Board members. Official documentation (certified letter) stating the dismissal agreed upon by both parties will be required upon Board vote. Section 4.1.3 of the FSHP Bylaws outlines the procedure to fill vacant Board seats. Vacant seats can arise from resignation and/or dismissal by a vote of the FSHP Board of Directors.

RESPONSIBILITIES:

- No monies shall be disbursed except upon two of the following signatures: Treasurer, President-Elect, President, Immediate Past President, Executive Vice President (EVP) or Board of Directors approved designee. At least one signature shall be required from an elected FSHP officer.
- Oversees the Society's funds, investments and disbursement on behalf of the Board of Directors.
- Reports regularly to the Board and submits financial statements as to the solvency of the Society.
- Serves as a member of the Board of Directors and Executive Committee.
- Prepares a balanced budget with the assistance of the Executive Committee and Executive Director.
- Reviews copies of the most recent financial reports, all previous financial records, and budget and past incoming data pertaining to the affairs of the Society.
- Supervises all accounts including checking, money market and investments of the Society.
- Oversees, with the assistance of the Executive Director, an accounting system reporting income and expense on a regular basis.
- Recommends sources of income and changes to help make the Society fiscally sound.
- Prepares, with the Executive Director, a budget for the Board of Directors approval at the June Board meeting.
- Presents a report and financial statement during the Business Meeting at the Annual Meeting.
- Publishes a report of the Society's finances in the Annual Report of the Society's activities.
- In cooperation with the Executive Director, works with an outside accounting firm to conduct an audit of the Society's financial records at the end of a Treasurer's term.
- Serves as Treasurer of the Foundation (non-voting position).
- Develop and revise financial policy with approval by the Board of Directors.
- Signatory authority for FSHP accounts in conjunction with the President, President-Elect, and Executive VP.
- Performs financial planning, prepares income and expense projections and reviews financial records with analysis, to determine the best course for the Society to take to remain fiscally sound.
- Reviews bookkeeper's report monthly.
- Prepares annual budget for Board of Directors approval prior to May 31st each year.
- Submit Report at each Board meeting.
- Reviews monthly balance sheets.
- Treasurer's Report
 - Budget-Income vs. Expense
 - Financial feasibility of non-budgeted expenditures.

COMMITTEE ASSIGNMENTS:

- Board of Directors (Member)
- Finance Committee (Chair)
- Executive Committee (Member)
- Foundation (Non-voting)

ABILITIES:

- Analyze financial statements
- Budget planning
- Prepare financial reports
- Management skills

Board of Director Approval Date: 1/9/2009

Board of Director Revision Date: 5/24/2016