ABA Treasurer

Function

Monitors the Association's finances to ensure accurate and timely implementation of Board fiscal policies. They facilitate the Board's discharge of its financial oversight responsibilities, working closely with the Chief Executive and Senior Director, Finance & Administration who are responsible for managing the ABA activities, finances, and tasks daily.

Duties & Responsibilities

Specific to Treasurer:

- Serves as an Officer of the ABA and member of the Executive Committee
- Promotes the interests of the Association
- During the Business Meeting, the Treasurer reports on the financial condition of the Association
- Serves on the Executive Compensation Committee
- Serves as Chair of Finance & Investment Committee
- Oversees the filing of the annual financial reports with the Attorney General and the Secretary of the State of Illinois and the 990 Return with the IRS
- Reviews annual audit as a member of the Board
- Works with the ABA staff in preparing the annual budget for review and recommendation by the Finance and Investment Committee and to the Board for approval
- Reviews financial aspects of proposals and programs presented to the Board, in all cases being mindful of fiscal responsibility and financial sustainability
- Monitors the monthly financial status of the Association. Requests necessary reports and forecasts from executive staff and accounting
- Approves payment of invoices over $25,000
- Performs other duties and responsibilities assigned by the President or Executive Committee

Perform "Responsibilities of all members of the Board" (see At-large Board Member description)

Term

One year as Treasurer-elect which is a non-voting member of the Board, followed by three years as Treasurer. The term of office shall begin at the close of the Business Meeting during the ABA Annual Meeting. Except for partial terms filled according to the Bylaws, no individual may serve successive terms in the same office.

The Treasurer-elect should be included in all meetings and communications involving the Treasurer 6 months prior to assuming the role.

Commitment

In addition to the commitment outlined below for members of the Board of Trustees, the Treasurer will be involved with monthly review of the financials of the organization including communication with executive staff either electronically or via phone and is responsible for timely review of invoices over $25,000.

In addition, the Treasurer is required to participate in Executive Committee meetings.

Qualifications

Per the Bylaws, all Officers shall:

(a) be a professional in a burn-related field for no less than ten years; and

(b) have demonstrated leadership abilities; and

(c) have been and are currently active members of the Association for no less than ten years prior to their term of office.

Additional qualifications:

- Ability to present and explain both short- and long-term fiscal plans, options, and decisions.
- Knowledge of, or comfort with, learning about financial controls and budgeting.
- Knowledge of the principles and practices of financial record keeping, accounting practices, and financial reports.
- Familiarity with investment planning is desirable.
- Ability to think strategically and analytically and to effectively communicate ideas and the supporting rationales.
- Possession of earned respect of ABA members and others in the field.
- Ability to work well as a member of a collaborative group with group decision-making authority and an understanding of the fiduciary duties of loyalty, care, and obedience.
- Appreciation for the differences between “oversight” and “supervision”.
- Earned reputation for emotional maturity, personal integrity, and honesty.
- Familiarity with the body of knowledge related to both the ABA as an organization as well as the substantive content of the field of burn care.
- Prerequisite of accessibility and responsiveness.
- Absence of significant conflicts of interest.

Selection

The Treasurer shall be elected by the membership from a slate of candidates developed by the Nominating Committee in accordance with the policy established by the Board.