

Association of Maternal and Child Health Programs
Treasurer, Board of Directors
Roles and Responsibilities

Title	Treasurer, AMCHP Board of Directors
Purpose	The Treasurer plays a leadership role, with the support of the Board Finance Committee and AMCHP staff, to: monitor the financial status of organization; establish and re-enforce financial policies to protect organization's resources; ensure the organization is compliant (via audit and annual tax return); and report regularly to Board of Directors.
Term	Two years, eligible for one additional two-year term
Eligibility have	Delegates are eligible for election to the Board of Directors. Officers must served as a delegate for at least one year.
Meetings	Five AMCHP Board Meetings (3 in person, 2 teleconferences) Monthly Executive Committee Meetings Chairs Finance Committee (4 meetings/year)
Responsible to	Board President

Responsibilities of Board of Directors

- Establish policies for administering the program and services in accordance with AMCHP's mission
- Employ and support the Chief Executive Officer
- Ensure resources to support AMCHP's budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of AMCHP are conducted on a responsible basis in accordance with established policies
- Represent AMCHP at conferences, on national and state advisory groups, before government agencies and with private individuals
- Participate in evaluations/reviews of the Board performance, including bi-annual Board Assessments, and take steps to improve its performance

Specific Responsibilities of Treasurer

- Work with staff to prepare annual budget and review regular monthly financial reports to submit to the Finance Committee, Executive Committee and Board of Directors
- Review audit materials and approve corrective actions developed by staff and create policies when internal weaknesses are discovered. Present auditor's report to Board of Directors
- Review and approve tax form 990 and present to EC
- Chair Finance Committee and participate in meetings of the Executive Committee