	Association of Oncology Social Work	Date Approved	6/24
	Operations Manual – Job Description	Dates Revised	6/24
	Secretary-Treasurer	Dates Reviewed	6/24

I. JOB SUMMARY

The Secretary-Treasurer is elected by the membership and serves for a three-year term. The Secretary-Treasurer is a member of the Executive Committee. The Secretary-Treasurer acts in a strategic manner to emphasize long-range vision, proactive leadership on key financial issues and policy development to define and guide the ongoing work of the association.

II. DUTIES AND RESPONSIBILITIES

- **A.** Act as a member of the Executive Committee
- **B.** In collaboration with the management company, oversees and reviews the annual budget planning process, annual budget development, monthly financial statements, and audit process.
- **C.** Calls and presides over meetings of the Finance Committee and makes recommendations to the Board as indicated.
- **D.** In collaboration with the Strategic Planning and Development Committee, assists in developing additional funding and financial resources.
- **E.** Presents financial statements at monthly board meetings and the bi-annual Board of Directors meeting.
- **F.** Reviews monthly financial reports for the President comparing revenue and expenditures.
- **G.** Recommends fiscal policy changes/plans.
- **H.** Presents the annual audited financial statements at the Annual Business Meeting.
- **I.** Identifies the barriers and opportunities to achieve current strategic plan fiscal objectives.
- **J.** Orients successor to policies and procedures relevant to the Secretary-Treasurer position.
- **K.** Recommends guidelines and goals for the investment of AOSW's surplus funds in collaboration with board-appointed investment professionals.
- **L.** Reviews job description at the end of the term.

III. QUALIFICATIONS

- **A.** Active membership in AOSW.
- **B.** Previous experience in fiscal management.
- **C.** Must be able to attend AOSW conference every year of term of office, extenuating circumstances will be considered.
- **D.** Must adhere to the NASW Code of Ethics