Treasurer
Roles and Responsibilities

Title	ASTS Treasurer
Purpose	Monitor financial status of organization and report regularly to the Council.
Term	Three years
Eligibility	The Treasurer is elected by the membership from a competitive ballot determined by the Nominating Committee.
Meetings	Three Council Meetings (3 in person, conference calls as needed) Monthly Executive Committee Meetings Serve on Executive Committee Serve as Chair of Finance Committee
Time commitment	3-5 hours/week for finance activities, calls, and emails plus 4-6 additional travel days
Responsible to	President

Responsibilities of the Council

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

Specific Responsibilities of Treasurer

- Oversee funds, securities, receipts, and authorized disbursements of the Society and Foundation in accordance with Society policy
- Work with staff to prepare annual budget and regular financial reports to submit to Council
- Review audit materials and prepare recommendations for CEO to address any concerns or questions. Deliver auditor's report to Council annually
- Ensure adherence to restrictions on funding
- Protect the organization's tax-exempt status
- Participate in meetings of Finance Committee and Executive Committee
- Render to the President and to the Council, whenever requested, an account of the condition of the Society
- Serve as an ex officio member of the ASTS Foundation Board

Expense Support	Travel expenses (except for the meetings held in conjunction with ATC) and ASTS-sponsored conference calls are covered by ASTS.

Original date: 3/23/2018