

ILLINOIS ACADEMY OF FAMILY PHYSICIANS
POSITION TITLE: Treasurer

BASIC FUNCTION: Ensures the integrity of the fiscal affairs of the Academy. Oversees budget development and regular financial reports, audit and submission of state and federal tax reports.

DUTIES:

1. Serves as a member of the Executive Committee, and as the chair of the Finance Committee. Attends all meetings of the Academy's Board of Directors.
2. Ensures that the Academy maintains accurate financial records on all of its accounts.
3. Reviews Academy expenditures and financial status monthly to ensure overall fiscal integrity.
4. Ensures that regular financial statements are submitted to the Finance Committee and to the Board of Directors, and that Finance Committee recommendations are forwarded to the Board.
5. Presents an annual and a year-to-date financial report to the annual business meeting at the Annual meeting.
6. Submits the financial accounts of the Academy to an annual independent audit, and oversees execution of points made in the accompanying management letter when appropriate.
7. Oversees annual budget development, performed by the deputy executive vice president for internal affairs and executive vice president.
8. Monitors the investment performance of the Academy reserves, and has Finance Committee re-assesses investment vehicles yearly.
9. Participates in a periodic review of organizational performance and effectiveness, including an annual review of the executive vice president's performance.
10. Performs other duties assigned by the president.
11. Represents the Academy with other associations and organizations as assigned by the president.
12. Participates in Academy business meetings by acting as a resource for committees.