

ACHMM-NJ: Job Description

Title: Member, Treasurer

Reports to: President and the Board of Trustees of the Corporation¹

Role: Is responsible for all funds and securities of the Corporation including the preparation of all required financial reports and regulatory filings. To serve as a voting member of the Board of Trustees for the Corporation, developing fiscal policies, procedures and regulations, monitoring financial performance and the organization's programs.

Term: 1 year, beginning Dec 2008 and ending Dec 2009.

TIME EXPECTATIONS:

- Attend regularly scheduled board meetings (6 per year), held on the 3rd Tuesday of every other month,
- Attend regularly scheduled general meetings/technical presentations (6 per year), held on the 3rd Tuesday of every other month,
- Participate actively in one or more committees of the board,
- Attend scheduled board retreats, planning meetings, workshops or other board development activities,
- Attend, support and participate in special organization events,
- Prepare the regular books of the accounts of the Corporation, lodge monies received and pay vendors in a timely manner, and
- Collected the mail for the corporation's mailbox on a regularly scheduled basis.


OBLIGATIONS:

- Fully understand and support the mission of the organization,
- Abide by the By-Laws and Constitution of the Corporation,
- Establish policy and ensure that the Corporation meets all legal requirements,
- Prepare the annual budget and all necessary year-end financial statements and reports,
- Prepare a Treasurer' Report for distribution at each Board of Trustees meeting. This report shall include a bank statement (and reconciliation) and a detailed accounting of all monies spent and received since the last board meeting,
- File Year-end tax returns as required by the Internal Revenue Service,
- Present a concise summary of the Approved Treasurer's Report at the next General Membership meeting,
- Maintain a current list of the names and addresses of each member, including their attendance record at general meetings and their membership status i.e., dues paid not paid etc.,
- Avoid any conflicts of interest or appearance of a conflict,
- Establish policy especially fiscal policy, and monitor organization's financial performance,
- Develop and monitor short and long-range planning and goals,
- Represent the organization to the public and private sector; serve as an advocate for the organization,

¹ New Jersey Chapter of The Academy of Certified Hazardous Materials Managers, Inc.

- Bring personal/professional expertise and that of others to support the mission of the organization,
- Abide by the duties of Care, Honesty and Loyalty.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Trustees, I will give appropriate notice of resignation to the President of the Board.

Signature:  Date: 1-20-09
Name: Michael Taormina