



Academic Pediatric Association Board of Directors Job Description

Position Title: Secretary-Treasurer

Overview: The Secretary-Treasurer is responsible for oversight of organization's finances

Roles and Responsibilities:

- Attends and participates in APA Board Meetings and annual meeting-related events
- Participates in the planning and coordination of PAS programming
- Represents the APA on the PAS Board of Directors, other PAS-related planning committees and the Federation of Pediatric Organizations (FOPO)
- Works closely with the executive director to oversee all financial management of the organization including the preparation of the budget and financial reports
- Presents annual budget and quarterly financials to the Board of Directors
- Shares annual financial report with membership
- Liaises with program leadership to develop program budgets and address requests in submitted reports
- Works with the organization's investment manager to ensure financial strategies align with financial goals
- Oversee and assists in development of organization's fundraising goals and strategies
- Assists with the orientation and transition to the next Secretary Treasurer

Term of Office:

- Propose to change to 3 years and 1 year of overlap with next Secretary-Treasurer
 - 2020-2021, 2026-2027, assistant Secretary Treasurer
 - 2021-2026, 2027-2030 Secretary Treasurer

Method of Appointment:

- Elected by the membership

Accountability:

- Reports to the Presidents

Qualifications

- Active engagement with the APA and the Pediatric Academic Societies meeting
- Experience planning professional development, scientific meetings

- Experience with budgeting, financial reporting, and fundraising

Time Commitment:

- 5 hours a month including
 - at least two monthly APA teleconference meetings as needed
 - two annual APA in-person meetings of the Board (one prior to PAS)
 - meetings at PAS representing the Board of Directors
 - monthly APA Officers meetings
 - PAS program committee work (August – January)