



<b>Position Title</b>	<i>Treasurer, AMHP New York/New Jersey Chapter</i>
<b>Reports to</b>	<i>President, AMHP New York/New Jersey Chapter</i>

**Position Summary:** The Treasurer is responsible for regulating AMHP *New York/New Jersey* Chapter's financial plan and accounts and carrying out its fiduciary responsibilities, such as reviewing the chapter's annual financial statements. The Treasurer shall report on the financial condition of the *New York/New Jersey* Chapter at monthly board meetings.

**Duties and Responsibilities:** The Treasurer will perform duties, such as, but not limited to (including any other duties assigned by the Board and responsibilities outlined in AMHP *New York/New Jersey* Chapter's bylaws):

- Develop operating budget
- Oversee financial management involving planning, budgeting and reporting
- Track year-to-date income and revenues on a continuous basis, reports variances and alerts the Board of potential problems
- Oversee the development and implementation of financial policies and procedures

**Time Commitment:**

- This position will require approximately 8-10 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings..

**Desired Qualifications:**

- A minimum of a Bachelor's degree and 3 to 5 years of finance/accounting experience.
- A background in non-profit finance, accounting or fundraising is an asset.
- Ability to work independently and as a team player to productively engage with others
- Strong organizational, leadership and time management skills with exceptional attention to detail.

**Additional Expectations:** While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP Chapter board members are also expected to consistently deepen their knowledge and understanding about AMHP's work and act with the utmost integrity. Additional expectations include:

- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Be willing to use individual expertise as needed for specific research, communications, outreach, and development or operations gaps.

- Act on behalf of the chapter and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the chapter only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.