



Position Title: Treasurer-Elect

Duties Statement: The Treasurer-Elect serves as a custodian of the funds for the Florida Society of Health- System Pharmacists. Responsibilities of the Treasurer-Elect include the investment and disbursement of these funds at the direction of the Board in the absence of the Treasurer. This position is nominated by members of the Society and elected by a majority vote of eligible FSHP voting members.

Definition: The term of office will be three years. No person shall serve more than two successive terms as Treasurer. (The Treasurer Elect progresses to the Treasurer after one non-voting year serving under the current Treasurer.)

Key Points/ Expectations:

Preparation for Board activities and communication with members is expected. Time commitment may be variable, but on average may take 1-2-hours per week. Participation in scheduled and ad hoc Board of Directors' meetings is expected. Attendance at Annual Meeting, and other FSHP meetings is desirable. The FSHP Board of Directors can expect to spend a minimum of six days attending FSHP related meetings. An additional two to three days could be spent in additional activities if scheduling permits.

With the acceptance of this position, at least 75% participation is required. This includes virtual and in person meetings. At the start of a President's annual term in August, the number of potential meetings will be presented and approved by the FSHP Board of Directors. By mid-term, Board members will be evaluated if they have not participated in at least 50% of Board meetings and responsibilities. Should a situation arise where a Board member can no longer commit, a majority vote of the Board is required to dismiss Board members. Official documentation stating the dismissal agreed upon by both parties will be required upon Board vote.

Section 4.1.4 of the FSHP Bylaws outlines the procedure to fill vacant Board seats. Vacant seats can arise from resignation and/or dismissal by a vote of the FSHP Board of Directors.

RESPONSIBILITIES:

- No monies shall be disbursed except upon two of the following signatures: Treasurer, Accountant/Bookkeeper or Finance Committee designee. At least one signature shall be required from an elected FSHP officer.
- Oversees the Society's funds, investments and disbursement on behalf of the Board of Directors.
- Reports regularly to the Board and submits financial statements as to the solvency of the Society.
- Prepares a balanced budget with the assistance of the Accountant/Bookkeeper.
- Reviews copies of the most recent financial reports, all previous financial records, and budget and past incoming data pertaining to the affairs of the Society.
- Supervises all accounts including checking, money market and investments of the Society.
- Oversees, with the assistance of the Accountant/Bookkeeper, an accounting system reporting income and expense on a regular basis.
- Recommends sources of income and changes to help ensure that the Society is fiscally sound.

- Prepares, with the FSHP Chief Staff Officer, a budget for the Finance Committee and Board of Directors approval prior to the end of the fiscal year.
- Presents a report and financial statement at the Annual Meeting.
- Publishes a report of the Society's finances in the House of Delegates packet containing the Society's Annual Reports,
- In cooperation with the FSHP Chief Staff Officer, works with an outside accounting firm to conduct an audit of the Society's financial records at the end of a Treasurer's term.
- Develop and revise financial policy with approval by the Finance Committee and Board of Directors.
- Signatory authority for FSHP accounts in conjunction with FSHP Executive Officers.
- Reviews bookkeeper's monthly statements.
- Schedules monthly audits of finances with members of the Finance Committee and bookkeeper.
- Submit financial reports at each Executive Committee and Board meeting.

ASSIGNMENTS:

- FSHP Executive Committee (non-voting Member)
- FSHP Finance Committee (Vice-Chair)
- FSHP House of Delegates (with Regional Society)

Reference Documents: II. FSHP Board of Directors Policy