



Treasurer

Position Description

The Treasurer is appointed by the AMUG Board of Directors and serves on the Board of Directors as an Officer of the Corporation for three years, followed by one year as the Immediate Past Treasurer. The Treasurer's primary responsibility is to lead the Finance Committee to provide fiduciary oversight and guidance on the long-term financial health of the organization, working to develop policies and advise on investments. The Treasurer must be a U.S. citizen and adhere to a background check prior to appointment.

Primary responsibilities of the Treasurer include, but are not limited to:

- Financial Strategy and Foresight
 - Work with the Finance Committee to develop long-term financial strategies that support the organization's mission and overall business objectives.
 - Keep the Board informed of critical financial events, trends, and assessments of the organization's fiscal health.
 - Advise on potential alliances or other strategic collaborations that could advance the organization's mission.
 - Advise the Board on appropriate levels for the organization's reserve fund to ensure financial stability.
 - Translate financial concepts for the Board and AMUG members without a financial background.
- Risk Management
 - Advise on capital allocation decisions and works along-side Finance Committee and Finance Manager to develop financial models and scenarios to help the Board understand the potential financial impacts of major initiatives.
 - Advise on and manage financial risks, developing appropriate mitigation strategies to protect the organization's assets.
- Policy and Governance
 - Work with the Finance Committee to provide high-level fiduciary oversight for all of the organization's financial affairs.
 - Lead the Board's discussion on financial policies and controls to ensure the organization's assets are protected.
 - Work with the Finance and Governance Committees to establish and update financial policies for board and employee expenses.
- Reporting
 - Provide necessary updates and reports related to Treasurer duties to the Board of Directors.
 - Report on the organization's fiscal health and performance to the AMUG membership at the annual business meeting.
 - Oversee the preparation of quarterly and annual financial statements.
 - Provide AMUG Newsletter content as required.
- Committee Participation:
 - Chairs the Finance Committee and Recognition Committee.
 - Serves on Executive Committee, Governance Committee, and Collaboration Committee as an Officer of the Corporation.
 - Interacts with Finance Manager to ensure execution of financial strategies.
 - Interfaces with other committees as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Ability to serve as Immediate Past Treasurer for one year after term.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Participate in the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Directors meetings – 3 hours/month
- Committee Chair meeting – 2 hours/month
- Annual Board meeting – Up to 4 days/year (Travel required)
- Committee meetings - Chairs two committees, serves three committees, meeting frequency as needed to meet objectives.



TREASURER JOB DESCRIPTION

AMUG Board of Directors

- Note: Meetings will generate action items that will require additional time
- Attend Annual AMUG Conference from Friday to Friday to work the event.
- Estimated Total Time requirement: 5 - 10 hours per week depending on conference cycle time

Term

- Treasurer position is a minimum 4-year commitment with 3-years serving as Treasurer and the following 1 year serving as Immediate Past Treasurer.
- No limitation on the number of terms.

Qualification

No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Treasurer must be a U.S.A. citizen.

Treasurer must adhere to a background check prior to appointment.

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.

Demonstrated executive-level business management experience, with a strong preference for a professional financial background.

See next page for Immediate Past Treasurer job description



Immediate Past Treasurer

Position Description

The Immediate Past Treasurer serves as a non-voting member of the Board of Directors for one year, aiding the appointed Treasurer and Board of Directors through the position transition to assure continuity of the AMUG mission, vision, purposes and objectives as outlined by the AMUG Bylaws.

Primary responsibilities of the Immediate Past Treasurer include, but are not limited to:

- Provide training to the in-coming appointed Treasurer.
- Provide guidance to the Treasurer once transition of office is complete.
- Committee Participation:
 - Serves on the Finance Committee.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the newly appointed Treasurer.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Qualification

Immediate Past Treasurer may only be held by an individual that previously served as Treasurer. Should the Immediate Past Treasurer be unavailable, the Board of Directors can appoint a previous AMUG Past Treasurer to fill the position or seek outside counsel.

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.
Immediate Past Treasurer position requires the individual to have preceded in the Treasurer position.

Revision History

Amended 10/20/2022, AMUG Board of Directors
Amended 07/20/2023, AMUG Board of Directors
Amended 07/12/2024, AMUG Board of Directors
Amended 10/30/2025, AMUG Board of Directors