



ACTE Treasurer & Treasurer Elect Role & Responsibilities

Position Purpose: The Treasurer shall have charge of all funds, property, and related financial matters of the Association and shall see that books of account are kept and internal control maintained to properly reflect all financial transactions of the Association. The Treasurer, in general, shall perform all of the duties incidental to the office of the Treasurer and shall perform such other duties as may be assigned from time to time by the Board of Directors or the President.

The Treasurer-Elect shall succeed to the office of the Treasurer at the end of his/her term. The Treasurer-Elect shall perform the duties of the Treasurer in the event of his/her inability to serve. Other duties shall be as delegated to the Treasurer-Elect by the Board of Directors. The Treasurer-Elect shall serve as a member of the Executive Committee and Finance Committee.

Principal Accountabilities: The Treasurer shall have direct responsibility for the Finance Committee and other committees as assigned by the President.

Term of Office: Three Years
Year one - Serves as Treasurer-elect
Year two - Serves as Treasurer
Year three- Serves as Treasurer - Has support of newly elected Treasurer-Elect

Major Activities (What Does The Position Do)	End Results (Why Is It Done)
1. Leadership	
Provide dotted-line leadership and mentoring to the ACTE Director of Finance	Ensures that the activities in the ACTE office remain focused on the ACTE vision
Provide leadership as Chair of the Finance Committee	Ensures that all funds are properly allocated and the operation has the necessary assets to serve the Association's members
Oversee the preparation of annual budgets	Provides financial direction for the association that supports the vision and strategic plan
Act as audit point for all financial transactions	Ensures that ACTE's books are kept according to standard accounting practices for non-profits, and internal controls are maintained to properly reflect all financial transactions

2. Operations:

Work with the Finance Director and Chief Staff Officer in the preparation of monthly reports on ACTE's financial status	Keeps the leadership and membership informed of ACTE's financial status
Oversee the preparation and delivery of the Annual Report and Financial Statement for the membership	Maintains compliance with bylaw requirements
Conduct regular Finance Committee meetings	Ensures ongoing management and planning for the Association's financial well-being
Participate in monthly activity conference calls as a member of the Executive Committee	Provides focused activity updates for all leaders

3. Best Practice

Alignment of all financial objectives with Strategic Plan goals	Ensures budget development and management is driven by strategic goals
Close co-ordination with the Chief Staff Officer and Director of Finance	Achieve consistent communication on all financial matters

4. Position in Association

Reporting to: President
Subordinates: Finance Committee

This position decides which products and services recommended by committees and staff are to be funded in support of strategic plan goals. The Treasurer can act as sole signer for checks up to the amount of \$25,000 for budgeted expenses.

5. Communication

Communicate ACTE's financial plans and strategy to Board and staff to ensure all efforts are aligned towards ACTE's vision and strategic goals.

6. Financials

Oversees all financial operations of the Association.

7. Leader Specification

- Member of ACTE for at least one year
- Board or committee experience
- Recognized professional leadership qualifications in the travel industry

Skill Requirements:

- Excellent interpersonal and communication skills
- Good team building skills
- Understanding of financial principles and standard accounting practices

Other Requirements:

- Sufficient time to fulfil the requirements on the position
- Employer support

9. Time Commitments

Function/Activity	Typical Time Required
Board Meetings	4 Board meetings per year requiring travel: <ul style="list-style-type: none"> January – Strategic Planning Meeting - 2 day meeting April/May – Board Meeting – 1 day meeting before Spring Global conference October – Board Meeting - 1 day meeting before Fall Global conference
Board Conference Calls	<ul style="list-style-type: none"> 4 pre-scheduled conference calls, one week prior to each Board meeting. 2 hours each on duration. Ad-hoc conference calls throughout the year. Approximately 4-6 calls, approximately 1 hour in duration.
Preparation for meetings & Calls	1 day per year
Finance Committee Meetings	3 meetings per year, 2 held at global conferences (2-3 hours), one at ACTE HQ for budget review (1 – 1.5 days in duration).
Finance Committee Calls	4 – 5 calls per year, approximately 1 hour in duration
Executive Committee Calls	1-hour calls held monthly 1 hour per month
Budget Preparation & Review	3 days per year
Work on assigned Board projects, committees, task forces, and initiatives.	Time will vary depending upon type of requested activity. Estimate 1-2 hours per month.
Conferences	Attendance at two global conferences. 3 days each plus travel.
Executive Forums	Attendance at 3-4 Executive Forums
Interaction with Executive Director and staff	1 hour per month
Total Estimated Time Commitment:	21 –23 days per year (plus travel time)

10. Expenses

Expenses related to attendance at Board meetings, ACTE Conferences, and other ACTE events are the responsibility of each Board member or Officer (or their company). ACTE will cover expenses for the official ACTE representative (President, President-elect, or assigned Board member) to attend events or meetings outside the required Board meetings or events. Board member expenses for these events will be covered only if approved by the President.

11. Confidentiality

Each member of the ACTE Board of Directors is required to sign a Confidentiality Agreement before taking office and each January during their term.