

APCDA Treasurer Position Description

The Mission of APCDA is to provide an international forum for sharing career development ideas and experience in the Asia Pacific region with global perspectives. The purpose of APCDA is to promote career development of all people over the life span.

The Treasurer is elected for a two-year term. The person may not serve more than two consecutive terms, but becomes eligible to serve again after a lapse of one term. The Treasurer serves as a member of the Board and the Officers and is an advisor at the Annual Meeting. The Treasurer verifies that accepted procedures are followed for handling the funds of the Association. While the Treasurer has no contact with corporate funds, the Treasurer oversees the income and expenses.

The Treasurer has these specific responsibilities:

1. Reviews the annual budget and makes recommendations before the Budget is presented to the Officers and the Board
2. Reviews financial statements (at least quarterly) before they are presented to the Officers and the Board
3. Reviews unbudgeted expenditures and approves those which are appropriate
4. Makes recommendations to the Officers and the Board related to the financial impact of potential projects before they are approved by the Board
5. The treasurer may add explanatory remarks to any of the documents
6. Makes recommendations to the Officers and the Board for needed modifications in procedures for managing fiscal affairs

As a member of the Officers, the Treasurer has the following duties and benefits:

1. The Officers make most of the decisions of the Association and meet monthly via Internet.
2. Officers receive frequent email requests for decisions and advice on matters that have no developed policy
3. Officers receive free registration for the annual conference. They are expected to pay their own travel and meals.

Nomination Procedure:

1. Members may be nominated for office in one of three ways:
 - a. The Nominations and Elections committee shall canvass members for names of suitable nominees.
 - b. A member may be nominated for any elective office by any member of good standing. The nomination shall be in writing to the Director of the Nominations and Elections Committee.
 - c. Members may nominate themselves for any position for which they believe they are qualified.
2. All nominations will be submitted to the Nominations and Elections Committee by completing an online form which includes:
 - a. A bio, describing the experience of the nominee in 100 words or less.
 - b. A goals statement which explains why the nominee wants this position and what the nominee hopes to accomplish while in this position

Note: If you are employed by an organization, it is recommended that you submit a letter from your employer stating support. This is not required but recommended for your own benefit.