

## 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 Executive Committee and is an advisor at the Annual Meeting. The treasurer also serves as the Chief Financial Officer of the Association. The treasurer follows accepted procedures for handling the funds of the Association.

The Treasurer has these specific responsibilities:

1. Reviews the annual budget and makes recommendations before the Budget is presented to the Executive Committee and the Board
2. Reviews financial statements (at least quarterly) before they are presented to the Executive Committee 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:

7. The Officers make most of the decisions of the Association and meet monthly via Internet/voice communication. They normally meet prior to Board meetings to make decisions and set the agenda.
8. Officers receive frequent email requests for decisions and advice on matters that have no developed policy
9. Officers receive free registration to the annual conference and free hotel. They are expected to pay their own travel and meals. In return, they "staff" the running of the conference, performing various duties as needed.

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 submitted to the Nominations and Elections Committee must include:
  - a. A professional resume of the proposed nominee as specified in the Policy and Procedures Manual.
  - b. A letter from the nominee stating his or her willingness and ability to serve. When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.
  - c. The resume of the nominee

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.