

TREASURER

The content of this document is furnished for guidance purposes only and should not be construed as a commitment by SPA. The SPA Board understands that this document supplements information contained in the current Bylaws ([see here](#)), serving as a tool to appropriately guide and inform members regarding Board Member and Staff expectations and roles consistent with the current transitions of our organization. If you have any questions about this document, please reach out to the Chair of the Leadership Development Committee, Jill Clemence at ajillclemence@rrmc.org or the SPA Executive Director, Nathan Victoria at nvictoria@personality.org.

Selection and Period of Office: The Treasurer is elected every three years, assumes office January 1st following the election, and serves for a period of three years and may be elected to two consecutive terms. Although they may not run for a third term, they may run for an alternate office.

Vacancy: A vacancy occurring on the Board as a result of the death, resignation, retirement, incapacity, disqualification or removal of a director shall be filled by and elected by the Board based on nominations by the Leadership Development Committee. A director filling a vacancy shall serve for the unexpired term of their predecessor in office and until their successor is elected and installed.

Qualifications:

1. Must be a Member in the Society
2. Should determine prior to accepting the nomination that they will have ample time to carry out the duties of a Treasurer.

Duties:

The Treasurer shall oversee a process for the receipt, custody and disbursement of all funds and securities of the Association, including oversight of major purchases, sales, and substantive contracts. The Treasurer shall ensure that there is a written and oral report of the financial condition of the Corporation to the Board and the general membership at the annual meeting. The Treasurer shall chair the Finance Committee. If applicable, the Treasurer shall receive the staff report and submit to the Board a quarterly financial report, detailing monies received and expended. Such duties of the Treasurer as may be specified by the Board may be delegated to the Executive Director or a designated member of the office staff.

More specifically, duties may include the following:

1. Work with the Executive Director to formulate an appropriate budget and long-range financial projection for the Society.
2. Meet biannually with the Society's financial advisor.
3. Present financial reports at the Board meeting.
4. Advise the Board concerning investment of funds after consultation with the Finance Committee.
5. Serve as Chair of the Finance Committee.
6. Serve as a member of the Executive Committee.

Essential Experience/Expertise/Skills of Secretary

The board identified several aspirational competencies in areas that the Treasurer should show evidence. Those can be found in the [Candidate Leadership Guide](#). In addition to those competencies, Board members should:

- Hold an active SPA Early Career/Member/Fellow/Life Member/Life Fellow membership throughout their term.
- Have a History of leadership on one or more SPA Committees, task forces, and/or Interest Groups
- Commitment to the roles Diversity, Equity, Inclusion, and Justice play in leading a Society
- Flexible schedule to accommodate Association responsibilities
- A mindset in alignment with the SPA Strategic Culture Commitments, including a forward-looking and visionary mindset
- Previous experience on the SPA BOD or similar Psychological Society (preferred)
- History of leadership at the state, national, and/or international levels (preferred)

Time Commitment

We encourage you to consider your capacity to invest time into this important leadership position for SPA. To provide more specifics, the SPA Board will meet at least four times a

year, with an in-person meeting immediately before the SPA Convention in March and an additional in-person meeting in the Fall, to be scheduled at the beginning of the term year. The two other virtual conference calls will occur in June and December. Note that reading materials are provided to the Board prior to each meeting that require time to review in advance. In addition to these four meetings, the Treasurer will need to allocate time for the Executive Committee Meetings which occur roughly every month. Most of the necessary work is easily addressed via email with SPA staff and committee members. Committee meetings, as required, are held virtually.