



USAHA Treasurer Overview

December 2019

Purpose

This document is intended to inform USAHA members interested in applying for the position of USAHA treasurer of the following:

- **Expected time and resource commitment while serving on the executive committee (EC).** It is important for applicants to have a thorough understanding of these expectations. Applicants are also encouraged to share this information with supervisors and/or employing agencies/organizations to ensure that the necessary monetary and logistical support is in place for the individual to successfully perform the duties of USAHA treasurer.
- **Information required for application**
- **Application deadline**

Benefits of Executive Committee Participation

The USAHA's mission is to protect animal and public health by serving as a national forum for communication and coordination of all interested stakeholders, serving as a clearinghouse for new information and methods for policy and program development, and developing solutions for animal health issues. By becoming an active member of the USAHA EC, the treasurer has a unique opportunity to have a voice in national policy development. In many instances, EC participation further ensures that the opinions of the treasurer's employing organization and/or region of residence are incorporated into these important discussions.

Position Specifications and Required Commitment

- The EC is supported by a full-time executive director who handles the day to day finances of the organization such as paying bills and processing payments. The executive director consults with the treasurer and other EC members on these and other routine financial issues as needed.
- The treasurer is responsible for the following position-specific activities (including frequency, as appropriate):
 - Ensure fiscal solvency and sound financial management of the organization (ongoing)
 - Review and assist in the development of the budget (annually)
 - Create or review year-end budget projections and make recommendations (monthly to quarterly)
 - During organizational management and policy deliberations, inform the EC of budget impacts and possible resolution (during all meetings)

- Propose dues and fee schedule and obtain AAVLD concurrence for meeting fees (annually in July)
 - Propose changes to membership dues to USAHA Board of Directors (during annual meeting)
 - Ensure membership dues for calendar year and meeting registration fees for the upcoming annual meeting are updated on website, etc. (annually in January)
 - Conduct audits comparing checking and credit card statements to QuickBooks reports (quarterly)
 - Review and approve outside auditor's report (annually)
 - Ensure audit recommendations are instituted (as needed)
 - Review investment portfolio and bring concerns to the attention of the EC (quarterly to annually)
 - Review and approve tax statements (annually)
 - Ensure employee compensation is commensurate with non-profit standards (tax code and salary surveys) (as needed)
 - Chair Audit Committee (Write report, report to membership and Board of Directors) (annually)
 - Review ancillary account bank statements (Binational Committee, National Assembly, InterstateLivestock.com) (monthly)
- The USAHA treasurer is an active voting member of the EC on all matters, including those unrelated to organization finances.
 - The USAHA treasurer is elected annually and has no term limit under the current by-laws. Draft bylaws were approved by the USAHA Board of Directors during the 2019 annual meeting and will be voted on by the USAHA membership during the 2020 annual meeting. If the draft bylaws are approved, the treasurer will have a six-year term limit, beginning at the close of the 2020 meeting and ending at the close of the 2026 annual meeting.
 - The Committee on Nominations and Resolutions plans to select a nominee for treasurer in February/March of 2020. Between then and the 2020 USAHA annual meeting, the nominee will be asked to work with the current EC and treasurer to ensure position continuity. This collaboration may involve one-on-one discussions with the current treasurer and/or participation in some conference calls, etc. It should not involve any travel until after the 2020 annual meeting.
 - The treasurer is expected to participate in monthly EC conference calls, currently held the first Wednesday afternoon of each month and lasting 1-1.5 hours. USAHA uses a free service, so the treasurer may incur standard call costs, depending on phone setup and plans.
 - The treasurer is expected to attend the annual Government Relations Committee meeting held in Washington DC in March. This meeting lasts for two - three days, and including travel, could result in as many as four days away from the office. All travel, lodging and per diem expenses are the responsibility of the treasurer. The EC will typically meet on the last day of this meeting, usually about 4 hours, allowing for travel the last day in some instances.

- The treasurer is expected to attend annual in-person EC meetings, generally held in August of each year. Meetings may be held at the USAHA home office in St. Joseph, MO or may be co-located with others that EC members are already attending in order to decrease travel expenses. The meeting lasts for two days and requires two to three days away from the office. All travel, lodging, and per diem expenses are the responsibility of the treasurer.
- The treasurer is expected to attend the annual USAHA conference in October, the location of which rotates among regions of the country. Along with the other EC members, the treasurer participates in multiple EC meetings while at the conference, and the additional commitments generally result in seven to eight days out of the office. The treasurer is responsible for the payment of all travel and meeting-related expenses.

Application Deadline and Requirements

- The USAHA treasurer application/nomination period is open through midnight CST January 15, 2020. Application packets submitted electronically must be received by that date. Those submitted by mail must be postmarked by that date.
- Applicants must be USAHA members in good standing
- Application packets must include the following:
 - CV or resume with emphasis on responsibilities and positions held demonstrating proficiency in financial management and related skills.
 - Cover letter or letter of intent explaining the applicant's affiliation with USAHA and reason(s) for interest in the position.
 - At least one letter of reference from a professional contact who can speak to the applicant's ability to fulfill this responsibility.
- Application packets should be submitted electronically to Kristin.Haas@vermont.gov or by mail, attention Ben Richey, 4221 Mitchell Avenue, St. Joseph, MO 64507. If submitting electronically, please include the phrase "USAHA Treasurer" in the subject line.