

## ACOG TREASURER POSITION DESCRIPTION

### Basic Function:

The Treasurer is a national officer of the American College of Obstetricians and Gynecologists and the ACOG Foundation (collectively referred to as “ACOG”). As an Executive Board member, this position is responsible for ACOG’s general management and governance.

### Primary Responsibilities:

The Treasurer oversees the financial aspects of ACOG, including responsibility for collecting all monies, making authorized disbursements, arranging an annual audit of ACOG’s accounts, and reporting on these activities at Executive Board meetings and Annual Business Meetings. He or she works closely with the Executive Vice President and Chief Executive Officer and the Chief Financial Officer in this role. The Treasurer is responsible for reviewing selected documents for consistency with ACOG policies and also prepares documents, agendas, reports or other materials for the business of ACOG. He or she must be available to participate and vote on issues between meetings that require approval.

The Treasurer has fiduciary duties to ACOG including the duty of care and the duty of loyalty. All Executive Board responsibilities must be carried out in good faith, with reasonable care, honesty, and due diligence in a manner that is in the best interest of ACOG, not to any constituent group.

The Treasurer attends the following regularly scheduled meetings:

- ACOG Executive Board Meetings
- Executive Board Retreat
- Executive Board Orientation
- Executive Committee Meetings
- Grievance Process Ratifications
- Annual Clinical and Scientific Meeting
- Annual Business Meeting
- Annual District Meeting *(of his/her district)*
- Interim District Meeting *(of his/her district)*
- Committee on Finance
- Subcommittee on Insurance
- Compensation Committee
- Annual Treasurers’ Conference
- Ob-GynPAC Governing Committee
- Presidential Task Forces *(if appointed, and meeting is at time of an Executive Board meeting)*

The Treasurer may be asked to serve as an Executive Board liaison to one or more committees.

### Election and Term of Office:

The Treasurer will be elected according to the bylaws and policies and procedures established by the Executive Board. He or she will serve a two-year term of office effective with the 2018 election. The Treasurer is not eligible for re-election to that position.

During his/her term of office, the Treasurer shall be under bond upon such terms, conditions, and amounts affirmed by the Executive Board.

### Honorarium:

An honorarium is provided to the Treasurer for the duties performed and meetings attended by the person in this position. The honorarium may be adjusted depending on circumstances determined by ACOG policies and procedures. The Compensation Committee determines the honorarium level annually.