



**Position Title:** TREASURER

**Function of Treasurer:** The Treasurer is an officer of the Society and acts as a source of financial information for the Society. Represents the financial interests of the membership and anticipates the Society's future financial needs.

**Specific Responsibilities:**

- Acts as Chair of the Finance Committee for a one-year term;
- Reviews the quarterly financial statements with the Financial Director and reports to Executive Committee (to include investments, checking accounts, and OREF funds), at conference calls and meetings, the details of quarterly financial activity in the Society;
- Presents the Treasurer's report to the membership at the Member Business Meetings;
- Monitors financial policies and programs and forecasts the Society's future financial needs;
- Makes recommendations to the Executive Committee regarding suggested changes in the Society's investment policies, strategies and allocations. Has signature authority to carryout financial transactions with the banking and investment funds of the Society;
- Enacts the financial transactions of the Society as directed by the President and Executive Committee;
- Works closely with the Society Manager and Financial Director on all financial matters of the Society;
- Reviews and contacts the list of members owing MSTS dues. Will send quarterly to the Treasurer by Management Team;
- At the end of the Treasurer's term, he/she will work with the Financial Director to transfer access to financial accounts to the new Treasurer and President.

**Eligibility:** To be eligible to serve in this position, one must be a current committee chair or former committee chair who has served in the last three years on one of the following committees:

Annual Meeting Program Committee  
Education Committee  
Evidence Based Medicine Committee  
Fellowship Committee  
Membership Committee  
Mentorship Committee  
Practice Management Committee  
Research Committee  
Specialty Day Program Committee

**Term of Office:** The term of the Treasurer commences at the end of the Annual Meeting. The Treasurer serves a one-year term. The Treasurer shall succeed to the office of the Secretary at the conclusion of the Annual Meeting.

## ***MTST PRESIDENTIAL LINE OVERVIEW OF DUTIES***

**Secretary** - The Secretary shall 1) insure maintenance of records and, when necessary, certify proceedings of the Executive Committee, 2) when directed to do so, give proper notice of meetings of the Executive Committee and the members, 3) oversee preparation of minutes of meetings of the Executive Committee and members, 4) have responsibility for preparation of the Society newsletter, and 5) perform such other duties as may from time to time be prescribed by the Executive Committee or by the President. The Secretary shall succeed to the office of President-Elect at the conclusion of the Annual Meeting.

**President-Elect**- In the absence of the President, or in the event of his/her inability or refusal to act, the President-Elect shall perform the duties of the President, and when so acting, shall have all of the powers of and be subject to all of the restrictions upon the President. The President-Elect shall perform such other duties as shall from time to time be assigned by the Executive Committee. The President-Elect shall succeed to the office of President at the conclusion of the Annual Meeting.

**President** - The President shall 1) have general active management of the business of the Society, 2) when present, preside at meetings of the Executive Committee and the members, 3) see that orders and resolutions of the Executive Committee are carried into effect, 4) sign and deliver in the name of the Society deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the Society, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation or Bylaws or by the Executive Committee to another officer or agent of the Society, and 5) perform such other duties as may from time to time be prescribed by the Executive Committee. The President remains a member of the Executive Committee for two years after the term is served: year one as Immediate Past President, year two as Past President.