AMERICAN SOCIETY OF NEURORADIOLOGY POSITION DESCRIPTION
As of: April 2011

TITLE OF POSITION: **TREASURER**
TERM OF POSITION: **2 Years**

DIRECT REPORTING: **Officers and ASNR Members**

DESCRIPTION OF DUTIES

- Serves as the chief financial volunteer of the organization, and record keeper for the proceedings of the Society, including financial audits and budgets.
- Assures actions relating to the Executive Committee and NER Foundation Board of Trustees financial responsibilities.
- Assures that appropriate financial reports are available to the Executive Committee and NER Foundation Board of Trustees.
- Reports on the financial condition at meetings of the Executive Committee and NER Foundation Board of Trustees, and at other times when called upon by the President.
- Serves as a member of the Executive, Financial Management, Audit, Education, Publication, and Administrative committees, and serves as an officer on the NER Foundation Board of Trustees.
- Assures accurate and timely production of financial reports.
- Reviews the budget for presentation to the Executive Committee for approval.
- Signs checks or documents as designated by Society policy.
- Assures that financial records are maintained and accessible as required.
- Builds a working culture, respecting contributions of Executive Committee members; and puts Society needs over personal rewards.

SKILLS REQUIRED

Strong organizational and leadership skills; excellent communication (verbal and written) and interpersonal skills; flexibility; ability to prioritize work and manage multiple projects simultaneously.

EXPERIENCE REQUIRED

Must be a *Senior* member of the Society in compliance with all regulations governing the practices of the specialties of Neuroradiology and Radiology, as directed by the ABR, ABMS, etc. Prior service as an ASNR committee chair is required.

OTHER REMARKS

Requires strong service orientation, initiative, good judgment and ability to maintain composure. Ability to work independently and with large groups. A motivated individual with strong initiative and desire to succeed. Moderate domestic and local travel required (approximately 4-5 times per year). Overtime and weekend work required.