

Call for 2016 Treasurer-elect Candidates for the American Thyroid Association



AMERICAN
THYROID
ASSOCIATION
FOUNDED 1923

Treasurer-elect Nomination Process

Purpose:

To identify a single candidate that will be put forward to the membership for approval as the next ATA Treasurer-Elect. As you know, the candidate selected and approved will serve in this capacity of Treasurer-Elect for one year, this time period overlapping with the current Treasurer's last year, and then will serve as Treasurer for a 4 year term.

2015-16 is the first time a selection committee has been appointed to complete this important process, entrusted with the responsibility and commitment to vet the candidates.

Selection Committee for Treasurer-elect: ATA Executive Committee. Selected Board members, Nominating Committee Chair, Finance and Audit Chair.

American Thyroid Association (ATA) Treasurer **Job Description:**

1. Is a member of the Board of Directors (BOD) and a member of the Executive Committee (EC)*
2. Four-year term of office after one year as Treasurer-elect
3. Attends all ATA Board of Directors' and Executive Committee* meetings, Association meetings and events
4. *Comply with conflict of interest policy for executive committee (see page 2)
5. 2-3 conference calls each month (1 BOD and 1 EC) throughout the year. 2-3 face to face Board meetings. Finance and Audit conference calls bi-monthly.
6. Engages in understanding organizational priorities and governance
7. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
8. Works with the Executive Director and CFO to manage finances of the organization
9. Prepares written reports to the Board of Directors at each meeting
10. Is an ex-officio member of the Finance and Audit committee
11. Reviews the annual budget for the Finance and Audit committee and Board of Directors review
12. Tracks and reviews the budget to actuals reports monthly
13. Ensures Board of Directors review and understanding of financial policies and procedures and fiduciary responsibility

ATA Treasurer-Elect Job Description

1. Is a member of the Board of Directors and the Executive Committee*
2. Is the elected successor to the Treasurer
3. Engages in understanding the role and duties of the Treasurer, as well as organizational priorities and governance

Candidate Name and email

Nominated by: _____

Name and email

Signature

Date

Nominators must submit support documentation electronically to bsmith@thyroid.org to complete the nomination by the deadline of January 31, 2016:

1. Completed and signed Nomination Form.
2. CV and nomination letter (up to 2 pages) emphasizing major accomplishments, impact on their field and contributions to the field of thyroidology and the ATA.



ATA Executive Committee

The Executive Committee is comprised of the Officers of the Board of Directors: President, Secretary/Chief Operating Officer, Treasurer, Past-President, the President-Elect (Treasurer-elect and/or Secretary-elect) and the Executive Director.

Conflict of Interest Policies that pertain to Officers of the ATA Board of Directors

The Officers of the ATA Board of Directors (Executive Committee) will take the following steps during their terms of office to avoid actual or perceived conflicts of commitment and ensure their unimpeded active involvement in issues of importance to the Association:

1. Resign from consultancies with all pharmaceutical, laboratory diagnostic, and any other firms in the field of endocrinology and metabolism, or that otherwise interface with the Association;
2. Divest themselves of equities in such firms;
3. Accept no direct honoraria for lectures or other services from such firms; and
4. Simultaneously hold no other major leadership positions in other professional societies

ATA Executive Committee (ATA Officers) interaction with Industry permitted as follows:

1. the appreciation by officers of the existence of perceived and real conflict of interest,
2. full and timely disclosure by the affected officer to the Association of such conflicts of interest,
3. full recusal of the officer from Association activities relevant to the industrial relationship
4. avoidance of personal inurement.
5. Reimbursement, or payment, by industry for reasonable travel costs associated with an activity are acceptable.