



**National Association of Healthcare Access Management  
POSITION DESCRIPTION**

**SECRETARY-TREASURER  
(Term of Office Two Years)**

**Responsibilities:**

1. The Secretary-Treasurer serves as the “Parliamentarian” at Executive, Board, and General Business meetings for NAHAM, ensuring that Parliamentary Procedures are followed.
2. Reviews and approves minutes from Board of Directors calls/in person meetings and presents them for approval at Board calls/meetings.
3. Serves on the Executive Committee of the Association.
4. Participates in succession planning to identify successor to role.
5. Initiates formal and effective transition of office to incoming officer at the end of term.
6. Participates in annual budget preparation with the Executive Director, Executive Committee and committee chairs for submission to the Board of Directors at the fall board meeting. Presents annual budget recommendation to Board of Directors.
7. Review annual audit with the Executive Director and President.
8. Review Monthly SmithBucklin invoices.
9. Review and present quarterly financial forecasts.
10. Serve on special committees or projects at the request of the President and the Board of Directors.
11. Act as a role model and representative of the Association.