



Position Description: CPFI Treasurer

I. Assumptions

- They will adhere to and be a strong advocate for the Articles of Faith as presented in the CPFI Bylaws.
- They will model Christian character and personal growth with outreach a very evident part of their lifestyle.
- They will be knowledgeable in the field of pharmacy and/or pharmacy education and/or Christian healthcare non-profit management.
- They will commit to pray and seek God's will before accepting a nomination to serve as CPFI Treasurer.
- They should be able to work well with others, be trustworthy and know how to make decisions.
- Officers should have had previous service to CPFI (ie: committee appointment, speaking at annual meeting, advisor to student chapter, etc)

II. Basic Responsibilities

- Officers, in addition to the specific duties listed below will serve as members of the Board of Directors and as such will be involved in providing broad oversight and direction setting for the affairs of the CPFI corporation including:
 - Approve the annual budget and provide oversight for the financial activities of CPFI.
 - Provide oversight and direction for all communications and publications of CPFI.
 - Provide vision and guidance for the global and student outreaches of CPFI.
 - Provide direction and supervision for the Administrative staff of CPFI.
- Officers must attend and actively participate in all Board activities, performing their service as unto the Lord (Col. 3:23).
- Officers should have a basic understanding of CPFI's history.
- Officers are required to understand and adhere to the CPFI Code of Conduct.

III. Specific Duties

- Officers must be willing to invest time and financial resources to attend board meetings, telephone conferences and follow-up agenda items under consideration in a timely manner.
 - Generally, the Board's annual meeting is at the organization's annual meeting in the summer.
 - There is usually an additional meeting in November in conjunction with the Global Missions Health Conference.
 - There may be electronic meetings between these two face to face meetings.
- The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents of the corporation.
- When necessary or proper, the Treasurer shall endorse, on behalf of the corporation for collection, checks, notes and other obligations to the corporation, and shall deposit the same to the credit of the corporation in such banks or depository as the Board may designate.
- He/she shall receive and give receipts for moneys paid to the corporation, and shall pay out of such funds as just debts of the corporation.

- The Treasurer shall keep records of assets, liabilities, income and expenditures and all financial transactions of the corporation, and provide statements of such records in accordance with good accounting procedures as directed by the Board of Directors.
- The Treasurer shall perform such other duties and acts incident to the office of the Treasurer.
- The Board may also delegate appropriate treasurer functions to the administrative staff of the corporation or the Executive Director.
- The Treasurer shall be the chair of the Finance Committee and a member of the Executive Committee of the Board.
- The Treasurer also serves as a voting member of the Student Scholarship Committee.
- Any additional tasks assigned by the President, as Chairperson of the Board.
- Any additional tasks assigned by the Executive Director.

IV. Accountability

- Accountable ultimately to our Lord and Savior and the members who elected them.
- Accountable administratively to the members of the Board of Directors.
- There shall be a close working relationship with the Administrative Director and the Executive Director.



President of CPFJ



Executive Director

Dated Approved: November 19, 2021