I. SUMMARY:

The Treasurer is the custodian of the assets of the AUA (American Urological Association, Inc. and
the American Urological Association Education and Research, Inc.) and the Urology Care Foundation,
Inc. (UCF). The Treasurer is responsible along with the Chief Executive Officer, Chief Financial Officer
and Joint AUA/UCF Finance Committee for safeguarding the financial assets of the AUA and UCF, for
helping ensure the organizations’ financial and regulatory compliance, and for reporting regularly to
the AUA and UCF Board of Directors and various constituencies including AUA membership. The
Treasurer, in working with the Joint AUA/UCF Finance Committee and staff, is responsible for the
internal controls over financial transactions including disbursements, investment yields, debt and
other liabilities.

Treasurer. The Treasurer is a compensated, voting member of the AUA and UCF Boards of Directors
and their Executive Committees, and serves on other committees as stipulated by Bylaws and on ad
hoc Board task forces as appointed by the President. The Treasurer serves a four-year term. The
position of Treasurer carries significant responsibility for the Association and its Foundation.

Treasurer-elect. The Treasurer-elect serves one year as a non-voting member (volunteer position) of
the Board of Directors and its Executive Committee. The Treasurer-elect attends all AUA Board
meetings and for training purposes serves ex-officio on various AUA committees along with the
Treasurer.

II. MAJOR RESPONSIBILITIES:

1. Board of Directors Meetings. At each in-person meeting, the Treasurer provides the Board of
Directors with a Joint AUA/UCF Finance Committee report.

2. AUA/UCF Joint Finance Committee. As Committee Chair, the Treasurer, in partnership with the
CFO, conducts a Joint Finance Committee meeting before each AUA Board of Directors meeting
and additional meetings as needed. The Finance Committee reviews financial statements for
AUAER, AUA and UCF, acts as the audit committee, investment committee, compensation
committee and reviews operational Business Plans and budgets prior to presentation to the AUA
or UCF Boards of Directors. The Finance/Audit Committee also provides guidance on risk
management initiatives, including information systems security and risk assessment audits and
recommendations.

3. AUA Annual Business Meeting. The Treasurer addresses the AUA Board of Directors and
membership at the Annual Business Meeting. The Treasurer prepares an address to membership
to appear as an article in AUANews to communicate AUA’s financial position and related
activities.
4. **Fiduciary Responsibilities – Finance Transactions/Budget.** The Treasurer reviews all check expenditures via the weekly check registers, oversees all general accounting and financial record keeping policies, and is a designated signer on all bank and investment accounts. He/she participates in weekly or as needed teleconferences with the Chief Financial Officer. In addition, the Treasurer reviews annual budgets with staff and committee members, and presents the budget to the Board of Directors’ for approval. The Treasurer also approves the annual employee compensation increases and periodically reviews corporate credit card charges, payroll registers, bank account activity and insurance coverage.

5. **Fiduciary Responsibilities – AUAER Employee Retirement Plans.** As a Trustee of the AUAER’s four Retirement Plans, the Treasurer along with the other trustee members is responsible to ensure that the Plans are in compliance with all Federal and State mandates of employer sponsored retirement plans and with AUAER’s policies (must be available to attend in person or via teleconference, quarterly Trustee Meetings each year). The Treasurer reviews fund performance, any federal mandates required to continue to keep the Plans in compliance, discusses addition and/or removal of investment options, reviews the fee structure, reviews annual Audit findings and overall administration of the Plans.

6. The Treasurer serves to complement the leadership activities with the other AUA Officers, and as such, must have a working knowledge of important operational activities.

7. **Committees and Councils.** The Treasurer serves as the Chair or Ex-Officio Member on the below listed committees.
   a. AUA/AUAER Board of Directors & Executive Committee
   b. UCF Board of Directors & Executive Committee
   c. Finance Committee (Chair)
      i. Audit Subcommittee (non-voting)
      ii. Compensation Subcommittee
   d. Awards Committee
   e. Industry Committee
   f. Publications Committee (non-voting)
   g. Advisor to Public Policy Council and Science & Quality Council Chairs

### III. SPECIFICATIONS
The AUA encourages diversity among the applicants for Secretary [e.g., racial, ethnic, gender and practice type (non-academic practitioners)].

#### A. Qualifications
1. Must be an Active Member in good standing. Senior Member category is also permitted if retired no more than five years prior to the end of Treasurer’s term (5-7-2029).
2. Non-profit governance experience (e.g., prior member of AUA Board of Directors, AUA Committee Chair, Urology Subspecialty Board Officer).
3. Financial background (understanding of budgets, financial and investment statements).
4. Knowledge of AUA and its operations (e.g., prior AUA Board of member, Section Officer or leadership experience on AUA committees).
5. Experience with philanthropy with public charitable organizations.
6. Available to devote time to be an effective AUA Officer (see Time Commitment page 4).
7. Adherence to AUA Compliance Restrictions (see Compliance page 5).
B. Behavior Traits/Skills

1. Exceptional leadership qualities
   a. Personal attributes associated with leader (credibility, integrity, judgment, ability to command respect, flexibility and adaptability, highly organized, decision-maker).
   c. Utilizes long-term vision to evaluate important short-term projects.
   d. Communicates effectively by presenting information clearly and succinctly, framing discussions while respecting the diverse opinions of others, and compromising to help the board reach consensus.

2. Responsive by email with ability to organize and work in an effective and collaborative manner.

3. Must regularly compose/review correspondence, articles and reports.

4. Ability and willingness to engage industry representatives regarding AUA’s key priorities and ways in which companies can support AUA’s mission.

5. Recognizes that individual Board members have no power except that granted by the full Board through Bylaws, Board policy or by resolution of the full Board. The Treasurer understands that all power of the Board is a joint and collective power that exists only when the Board is acting together as one body.

IV. KEY AUA CONTACTS

The main contact for the for the duration of the Treasurer’s term is the AUA Chief Financial Officer, Barbara Hartford (Email: bhartford@auanet.org). Questions regarding board governance responsibilities or logistics for board meetings should be directed to the AUA General Counsel, Maureen Cones (Email: mcones@auanet.org).
AUA Treasurer/Treasurer-elect Time Commitment

Term
The Treasurer-elect serves one year (5-7-24 to 4-29-25) followed by a four-year term as Treasurer (4-30-25 to 5-7-29). Office is assumed at the close of the Annual Meeting beginning on the first day after the AUA’s Annual Business Meeting.

Schedule
The Treasurer must devote sufficient time to being effective Board team member. The Treasurer is expected to fulfill commitments within agreed-upon deadlines including timely response to frequent communications from other Board members and AUA Staff (especially information disseminated for action and formal vote). An email reply is generally expected within 24-48 hours.

The time commitment varies over the course of the year and is estimated at an average of 16 hours a week.

This includes service as an Officer and Executive Committee member of both the AUA and UCF and participation on committees (see list of Councils, Committees, Task Forces on page 2).

The Treasurer is also expected to participate in AUA and UCF Board Meetings and at AUA Social Events held during Annual Meeting. AUA activities take precedence over invitations from other organizations. Spouses are expected to accompany Board Members to social events. Applicants should review the following time commitments with their practice/institution/family prior to interviewing for the position.

Travel Calendar
The Treasurer-elect travels approximately 25 days away (excluding weekends). The Treasurer travels approximately 27 days away annually (excluding weekends). A sample travel schedule is listed below. Specific travel is subject to change and will be provided at the April Orientation.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>MEETING</th>
<th>TRAVEL (Nights Away)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Treasurer-elect (1-year position)</td>
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<tr>
<td>February</td>
<td>AUA - Winter Board Meeting</td>
<td>6</td>
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<tr>
<td></td>
<td>AUA/ABU Leadership Meeting</td>
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<tr>
<td>March</td>
<td>AUA Advocacy Summit</td>
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<tr>
<td>May</td>
<td>AUA Annual Meeting includes:</td>
<td>7</td>
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<tr>
<td></td>
<td>- AUA/AUAER Spring Board Meeting</td>
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<tr>
<td></td>
<td>- UCF Spring Board Meeting</td>
<td></td>
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<tr>
<td>July</td>
<td>AUA/UCF Industry Committee</td>
<td>N/A</td>
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<tr>
<td>September</td>
<td>Budget Meetings at AUA</td>
<td>2</td>
</tr>
<tr>
<td>October</td>
<td>AUA - Fall Board Meeting @ AUHQ</td>
<td>3</td>
</tr>
<tr>
<td>November</td>
<td>AUA Public Policy and Science &amp; Quality Weekend</td>
<td>2</td>
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<tr>
<td>November</td>
<td>UCF Board Meeting at AUA*</td>
<td>N/A</td>
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<tr>
<td>December</td>
<td>AUA Industry Committee</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>25 Nights Away</td>
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</tbody>
</table>

*The UCF Treasurer position adds one additional night to the annual travel schedule for fall UCF Board meeting.
AUA Treasurer Job Description – May 2023

**AUA Treasurer/Treasurer-elect Compliance**

Both the Treasurer and Treasurer-elect must maintain and promote high ethical standards including good-faith board decision making and avoiding actual or perceived conflicts with other activities, interests, and/or organizations with which they may be involved. This includes:

1. Compliance with applicable federal and state non-profit board laws/regulations
2. Compliance with AUA’s Bylaws, Conflicts of Interest Policy, Code of Ethics and other applicable policies
3. Maintaining confidentiality of private information of the organization, staff, clients, and other board members.
4. Agreeing to uphold AUA’s tradition and strict policy of maintaining a professional and respectful environment by signing a civility statement.

**Permitted Activities**
The following activities are permitted provided they are appropriately disclosed and reviewed:

1. Current (as of commencement of Board service) investments in Pharma stocks
2. Institutional based or multi center Pharma research
3. Private ownership as an individual or part of a group in ancillary services
4. Concurrent service as an officer or board member of an AUA Section, Subspecialty Society or Affiliated society (provided the Board has not deemed the relationship to be a substantial conflict to the AUA and the member has sufficient time to effectively serve on both boards).
5. May accept limited Visiting professorship and Scientific meeting invitations as an expert in the field (not representing the AUA)

**Restricted Activities**
The following activities are restricted for both the Treasurer and Treasurer-elect:

**AUA Conflicts of Interest Policy: Level 1 Compliance**
Prior to the beginning of their term, all Board Members must adhere to AUA’s Principles, Policies and Procedures for Managing Conflicts of Interest policy by divesting of significant relationships, with the pharmaceutical and device industries including:

- Any governance role with a Pharma or Medical Device company
- Any role as consultant or advisor to Pharma or Device company
- Any role as paid lecturer or paid attendee at a Pharma or Device Company event

**Expert Witness Restrictions**
Board members are not allowed to serve as expert witnesses (for either plaintiff or defendant) in medical liability cases. This applies to new cases (after term of service on board commences), and does not apply to providing medical testimony for a member’s own patients.

**AUA Committees/Councils Participation**
The AUA Board serves as the oversight body responsible for approving recommendations made from Councils/Committees. Board members are required to step down from service on AUA Councils/Committees at the beginning of their term. Board members may, on a case-by-case basis, remain on a committee to allow the completion of a project (e.g., a board member who is serving on a guideline panel which is expected to complete its work in less than one year may be permitted to remain on the panel).

**Competing Editorial Boards**
AUA officers may not serve on editorial boards of competing urological journals. AUA Officers may submit guest articles or editorials, so long as it is clear that they are speaking as an individual. The Board serves as the arbiter for these issues.
AUA Treasurer Job Description – May 2023

**AUA Awards**
In an effort to reduce perceived conflicts, all board members are excluded from consideration for an AUA Award during his or her 5-year term on the Awards Committee (1 year as Treasurer-elect and 4 years as Treasurer). The Treasurer will be eligible again to receive an award nomination once his/her term on the Awards Committee has concluded.