



2026 NASPGHAN Officer Position Description

SECRETARY/TREASURER*

General Description

According to the NASPGHAN By-laws, Article IV., Section 1, the Secretary-Treasurer serves as an elected officer of the North American Society for Pediatric Gastroenterology, Hepatology and Nutrition (NASPGHAN) and is a member of the Executive Council and the Council. According to Article VIII, Section 2, the Finance Committee is chaired by the Secretary-Treasurer, who is responsible for overseeing budgeting, investments, monitoring, and reporting on the financial status of the Society. Upon election, they serve a three-year term as an Officer of the Society. They may not succeed themselves in the same office.

The Secretary-Treasurer works collaboratively with the president, president-elect, past president, Executive Director, Council members, and the Secretary/Treasurer of the Foundation to set and support the strategic plan, organizational governance, and the financial stewardship of the Society and the Foundation.

Qualifications and Competencies

Ideally, the Secretary/Treasurer will possess the following competencies and attributes:

- Demonstrate experience and knowledge in financial management, reporting, and budgeting.
- Understand nonprofit governance, organizational operations, and organizational financial best practices.
- Experience working with investment advisors and auditors.
- Familiarity with NASPGHAN's mission, organizational goals, and strategic priorities.
- Analyze and interpret financial and organizational data.
- Collaborate effectively with the NASPGHAN Executive Council, Council and the Executive Director.
- Possess excellent communication skills (both written and oral).
- Support the Council in maintaining financial stewardship of the Society.

Additional Responsibilities

- Review NASPGHAN financial reports, budgets, and audit summaries as a member of the Council. Chair the NASPGHAN Finance Committee and provide oversight of the Society's finance and investment strategy.
- Present and review financial reports, budgets, audits, and investment activities to ensure responsible financial stewardship and organizational compliance.
- Collaborate with the NASPGHAN Executive Council and Executive Director to ensure that financial policies and procedures remain consistent with nonprofit best practices.
- Report on financial matters and the overall financial health of the Society to the Council and the membership.
- Lead Council review and approval of the Society's annual budget.
- Ensure accurate documentation and maintenance of Council actions and governance records through the review and preparation of minutes.
- Lead Council oversight of membership policies and procedures.
- Strategically monitor membership data and trends.
- Support initiatives that strengthen member engagement and communication across practice settings.
- Maintain compliance with NASPGHAN bylaws, policies, and governance procedures.
- Communicate to the Council and membership changes and revisions to the bylaws.
- Collaborate with the NASPGHAN Foundation Treasurer to align financial processes and priorities where appropriate across both organizations.

NASPGHAN Foundation: As a member of the Executive Council, the Secretary-Treasurer serves on the Foundation Board and is expected to:

- Financially support the NASPGHAN Foundation.
- Support and advocate for the mission and initiatives of the NASPGHAN Foundation.
- Promote awareness of Foundation programs that support research, education, and professional development in pediatric gastroenterology, hepatology, and nutrition.
- Support the Foundation financially and identify potential supporters of NASPGHAN leveraging one's network.

Duties of the Secretary-Treasurer:

- Participate in monthly virtual NASPGHAN Council meetings and two in-person meetings per year.
- Participate in regular Executive Council meetings.
- Review and present requests for new memberships for Council consideration and approval.
- Lead the presentation of the annual budget and financial reports presented to the Council and the membership at large.
- Serve as a liaison to committees or Special Interest Groups (SIGs) as appointed by the president.
- Participate in the full review journey of Society papers, from initial concept proposals through formal Council review of completed manuscripts, helping determine whether revisions are needed to ensure each paper appropriately represents the Society.