



Houston Area Nurse Practitioners Board of Directors Job Description:

General Expectations for All Board Members:

- All Board members must abide by HANP's bylaws.
- All Board members must sign a Board position contract upon acceptance of the position.

III. Treasurer:

The **Treasurer** conducts the office in a manner in alignment with the goals of HANP and is responsible for the ongoing management, accounting, and reporting of HANP's finances. *Overall accountability for the financial management of the organization is the responsibility of the full Board of Directors (BOD)*, thus the Treasurer must work in partnership with the BOD to ensure the appropriate management of the organization's finances. This includes developing the budget, ensuring reporting requirements are met and that HANP finances are reported to the full membership on a regular basis. In order to protect both the organization and the Treasurer, it is important that the Board establishes financial controls. No BOD member will spend more than \$1,000 without the agreement of the Board. The two signatory persons for HANP are the President and Treasurer. The accountabilities of the Treasurer require a good working knowledge of basic financial management. Specific tasks may be delegated to the Association Management Account Manager with close oversight by the Treasurer.

The primary responsibilities of the Treasurer are:

- Oversee all accounting for HANP, including receivables and expenses.
- Assist in preparing the annual budget.
- Oversee pay process used and approved by BOD.
- Prepare monthly financial reports and present at monthly BOD meeting. An annual report will be prepared and presented to the membership every September. A financial report will be posted yearly on HANP's website.
- Prepare and submit all financial reports required by the law in conjunction with the Association Management Account Manager and/or accountant.
- In partnership with the President, negotiate and execute all contracts. Please note that in certain situations it will be appropriate for the Association Management Account Manager to execute certain contracts.
- The Treasurer is responsible for planning and executing the biannual scholarship awards.
- Collaborate with the outgoing Treasurer to provide a smooth transition of the organization's financial management.