

New Hampshire Nurses Association Volunteer Position Description

Position Title: Treasurer, Board of Directors
Responsible To: President, Board of Directors
Staff Liaison: Executive Director and Accountant

Position Description:

1. Review the work of the Nurse Executive Director (ED) related to the New Hampshire Nurses Association's (NHNA) finances by monitoring reports from the organization's accounting software. This is to include deposit of funds, account balances and payment of bills and obligations.
2. Preside over the Audit, Finance & Investment Task Force, setting the agenda and conducting quarterly meetings. These quarterly meetings will be conducted to review on-going financial performance, prepare annual budget, review and update policies related to financial controls and the fiduciary responsibilities of NHNA, ensure that all regulatory filings are completed and filed on time and recommend investment strategies relative to NHNA's financial portfolio while insuring appropriate safeguards remain in place to protect defined financial reserves.
3. Present the Financial Report prepared by the ED to the Board of Directors (BOD) regarding the financial standing of NHNA at BOD's monthly meetings.
4. Present a Financial Report, reflecting year-to-date financial performance, prepared by the ED, at NHNA Annual Membership Business Meeting.
5. Present the coming year budget, as approved by the BOD, at the Annual Membership Business Meeting
6. Perform all the duties incident to the office of Treasurer subject to the control of the board, including serving as signatory on NHNA financial accounts.
7. Serve as signatory on NHNA bank accounts.
8. Assure that historical records are electronically maintained in a secure manner as prescribed by the policies of the organization.

Time Required: 10-12 hours per month

1. Attendance at Board of Directors meetings.
2. Attendance at Audit, Finance & Investment Task Force meetings.
3. Participate in major NHNA functions and events.
4. Two years availability.

Training Required For Job:

1. Knowledgeable about general accounting guidelines, an MBA for financial/accounting work experience a plus.
2. Ability to be bonded.

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In-Service Training Provided:

1. Orientation meeting.
2. Ongoing training at Board meetings as needed.
3. Electronic communications from NHNA as needed.

Qualifications and Special Skills Needed:

1. Knowledge of NHNA vision, mission, policies, procedures and bylaws.
2. Interest and general knowledge of operations finances/accounting.
3. Strong communication skills
4. Ability to chair a task force.

Evaluation: Annual, based on meeting attendance, leadership exhibited and level of participation in NHNA activities.