



NORTHWEST PERIANESTHESIA NURSES' ASSOCIATION

TREASURER JOB DESCRIPTION

Duties and Responsibilities

1. Will attend 80% of scheduled meetings; A member of the Board of Directors shall be relieved of responsibility to the Board after two (2) unexcused absences from scheduled Board of Directors meetings.
2. Responsible to the Board of Directors, maintains goals for strategic plan of NPANA.
3. Serves for the term of two years and assists with all responsibilities until the completion of the Fall Conference.
4. Provides Board with monthly treasurer reports.
5. Submits annual budget for discussion and approval at fall board meeting.
6. Responsible for all funds, financial records, receipts, and disbursements of NPANA. All financial records must be stored for ten (10) years.
7. Responsible for depositing funds in a financial institution as approved by the board of directors, pays all bill in a timely manner and keeps accurate records.
8. Obtains bonding for the NPANA board of directors.
9. Obtains a professional examination of the financial records at least every two years as directed by the board of directors.
10. Works with the accounting firm to complete IRS tax forms, and documentation for non-profit status, submitting in a timely manner.
11. Responsible for the collection of conference registration and vendor fees and submitting financial reports of these to the board of directors.
12. Coordinates with Board of Directors for making hotel and travel reservations for conferences or reimburses after submission of receipts.

Professional Expectations of Board of Directors Member

1. Will attend 80% of scheduled meetings; A member of the Board of Directors shall be relieved of responsibility to the Board after two (2) unexcused absences from scheduled Board of Directors meetings.
2. Represents NPANA in a professional manner including dressing appropriately, arrive on time to meetings, and being prepared for each meeting
3. Will ask for assistance if having difficulty completing expected duties and responsibilities
4. Provide adequate handoff to incoming officers; Upon retiring from office, all officers of this Association shall deliver all records, or other property of the Association, to their successors within a timely manner
5. Communication is key to NPANA success; the expectation is email correspondence will be completed within 7 days, phone calls will be returned within 48 hours
6. Reviews job description annually and revises as necessary.