New Hampshire Nurses Association  
Volunteer Position Description  

Position Title:  Member, Finance, Audit & Investments Task Force  
Responsible To:  Treasurer, Board of Directors  
Staff Liaison:  Nurse Executive Director and Accountant  

Position Description:  
1. Review quarterly financial statements and supporting accounting reports generated by the organization’s accounting software.  
2. Facilitate creation of chart of account-account description document.  
3. Review and analyze annual budget developed by the Nurse Executive Director. Ensure it is realistic, achievable and consistent with past performance, as well as capable of supporting the organization’s strategic plan objectives for that year.  
4. Review annual 990 Tax Return and any required state tax returns.  
5. Monitor and make recommendations related to the investments of the organization to the Board of Directors.  
6. Ensure that all required financial reserves are maintained and make recommendations as needed.  
7. Assist with other finance, accounting or investment tasks as may be required from time to time.  

Time Required:  2-3 hours per quarter  
1. Attend quarterly meetings of Finance, Audit and Investments Committee.  
2. Discussion with staff on budget preparation and expenditure.  
3. Two years availability.  

 Desired Experience:  
1. Knowledge of NHNA vision mission, goal, policies, procedures and bylaws.  
2. Experience preparing and reviewing operating budgets.  
3. Experience reviewing financial statements.  
5. Familiarity with financial investment strategies, understanding financial markets and understanding of various investment vehicles.  
6. An MBA or history of accounting/finance/investment courses a plus.