TREASURER
Position Description
(Revised February 2016)

The Treasurer:
1. Oversees the organization’s budget preparation.
2. Monitors all APSNA accounts.
3. Maintains and organizes APSNA’s financial records and receipts.
4. Deposits and disburses funds in a timely fashion.
5. Serves as a resource to Committee Chairs and Board (BOD) in order to guide financial procedures and documentation.
6. Provides relevant financial data and prepares select reports as requested.
7. Articulates requirements and responsibilities of 501(C) 3 status to BOD/Executive Committee (EC) as it relates to fiscal decisions.
8. Serves as a member of the BOD for a two-year term with a mentor year following the term. There is a mandatory mentor year following this term during which the outgoing Treasurer mentors the incoming Treasurer. Mentoring is a proactive relationship whereby the mentor (outgoing board member) facilitates the incoming board member’s understanding and fulfillment of the board position. The mentoring experience begins during the outgoing year, when the incoming board member is elected and formally ends at the end of the incoming board member’s first year on the board. The outgoing board member contacts the incoming board member immediately after the elections, and reviews the job description to develop a transition plan that may include some actual responsibilities that are mutually agreed upon. The mentoring experience includes a collaborative decision on how often to meet and the best mode of communication.
9. Attend Annual BOD meetings (Pre- and Post-Conference, Business, Finance) and participate in the Fall BOD Meeting Conference and any teleconferences to conduct the business of the organization. Present a short report to the membership at the Business Meeting.
10. Member of the EC and Investment Committee

Competencies necessary for Treasurer Candidates
- Basic knowledge of types of investments (MM, CDs, mutual funds, stocks).
- Demonstrated interest in and understanding of APSNA’s mission and strategic plan.
- Understanding of 501 (C) 3 responsibilities and requirements as it relates to APSNA activities.
- Willingness to learn and apply acquired financial knowledge to APSNA.
- Ability to use Excel, Word, and scanning software.
- Ability to handle multiple tasks and meet deadlines.
- Ability to monitor e-mails daily and respond to e-mail inquiries promptly.
- Familiarity with a banking software program (QuickBooks®) or willing to learn and master basic QuickBooks® as necessary to manage and report APSNA finances.
- Willingness to learn and participate in investment decisions and executes investment purchases.

**Essential board duties**
- Shows a good appreciation of APSNA’s mission and strategic plan, is able to evaluate and provide insight into strategic direction.
- Contributes to the achievement of APSNA’s objectives by effectively applying knowledge, experience and expertise to the issues confronting the organization.
- Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the organization’s business plans are based, both existing and new.
- Evidences diligent preparation for meetings (is prepared, knows material and actively participates). Arrives on time, is attentive and present for the duration of all meetings. Available when needed, accessible and approachable. Accepts and volunteers for tasks and related work that furthers the strategic direction of APSNA.
- Respects the confidentiality of the organization’s business information and the deliberations of the BOD. Contributes meaningfully and knowledgeably to BOD discussions, providing valuable input to organizational endeavors. Expresses views frankly and openly in BOD meetings. Listens to, respects and encourages the expression of opinions by other BOD members.
- Makes a positive contribution to the long-term viability of APSNA as a professional association and to the succession of the BOD. Contributes to the overall effectiveness of the mission and preferred future of the organization. Demonstrates an ability to assist the BOD in meeting the strategic objectives of the organization.
- Shows an understanding of, and willingness to respond to, members’ needs.
- Communicates effectively with BOD, membership, founders, supporters, and other nursing and surgical leaders via written, verbal and electronic means.

**Timeline of duties: Overview and month by month.**

**Monthly**
- Obtain online statements from Bank of America, Fidelity, the APSNA Credit Card, Blue Pay, Intuit, 800 phone line and APSNA YM website (memberships, store orders, donations) during the first week of the month.
- Pay monthly Kellen Company & Triad Communications invoices
- Enter transactions into QuickBooks (QB) or forwards documents to bookkeeper within the first week of every month, in order to reconcile income and expenses.
- Scan all paper documents and uploads all electronic documents/ statements to a monthly file. Shares this file with the bookkeeper.
- Sends check requests to EC review and President approval of payments exceeding $250.00.
- Archive EC approvals.
- Email copies of Bank of America and Fidelity statements along with monthly spreadsheet with breakdown of income to the President, President-Elect, Immediate Past President
and Investment Committee (IC) chair by 15th of each month. This will assist the IC chair in preparing the monthly account summary.

- Monitor Bank of America account balance. If funds in checking exceed the total of annual income discuss moving excess funds out of checking and into Fidelity Foundation fund with EC and potentially Investment committee.
- During conference, move conference revenues into savings account monthly.
- Post relevant financial documents to website.
- Collaborate with EC/BOD to critically assess the value vs. the cost of new projects that provide support to APSNA and BOD members.
- Maintain communication with other BOD members through the APSNA apsnabod@simplelists.com.
- **Write a News You Can Use (NYCU) article/item** after attending any partnering or development meeting.
- Collaborates with Membership Chair in the manual entry of paper based membership application database using Your Membership (YM) SM in collaboration with the APSNA Web Administrator/Treasurer. The Treasurer will confirm with Membership Chair that the check mailed by Membership Chair has been cleared, so that the Membership Chair can approve the member and activate the Welcome Letter.
- As part of the BOD succession plan, identifies possible future Treasurer(s) and begins to collaborate with that person.

**April - May**

If incoming year:

- In first year of term, as part of the BOD succession plan, and identifies possible future Treasurer(s) and begins to collaborate with that person.
- Attend the Finance, Business Meeting and Pre- and Post-Conference BOD Meetings.
- Meet with outgoing Treasurer at conference for initial orientation to position.
- Review all APSNA policies, especially those specific to the Treasurer job description.
- Review board related documentation on APSNA Website.
- Review APSNA Bylaws.
- Purchase QB software and instructional books.

If Current year:

- Attend the Finance, Business Meeting and Pre- and Post-Conference BOD Meetings.
- Prepare agenda for Finance Committee Meeting.
- Chair the Finance Committee Meeting.
- Provide annual review of previous fiscal year conducted by CPA.
- Prepare and submit 1st Quarterly Report by April 15th.
- Attend the Business Meeting and Pre- and Post-Conference Meetings.
- Prepare/deliver presentation for member address at business meeting.
- Oversee all conference activities that involve member purchases (registration, research walk and raffle donations, book sales) on site.
- Provide orientation of registration personnel of any on-site registration issues/questions.
- Participate in annual Investment Committee conference call, and additional calls as requested.
- Assist President Elect in the presentation of the Audit/Review Report at Finance
Committee and Business Meeting, if applicable. President Elect Presents.
- Purchase stocks and CD’s, as recommended by Certified Financial Planner, if Committee Chair is unable to execute this responsibility.
- Following conference send Intuit (or similar) reports to Sherwood personnel for entry into YM.

If Outgoing year:
- Attend the Finance, Business Meeting and Pre- and Post-Conference BOD Meetings.
- Assist President Elect in the presentation of the Audit/Review Report at Finance Committee and Business Meeting. President Elect Presents.
- Prepare for transition of treasury to incoming Treasurer.
- Update Treasurer’s Handbook.
- Forward all electronically archived financial documents to new Treasurer via Drop box or similar file sharing program.
- Add new Treasurer to B of A and Fidelity accounts.
- Add new treasurer to the credit card
- Add new treasurer to intuit and Blue pay accounts
- Contact Information Systems Chair/Web Administrator/Sherwood to add new Treasurer’s email to Treasurer@apsna.org
- Set predetermined date in which to remove out going Treasurer’s personal email from Treasurer@apsna.org.
- Complete end of term interview, received by President Elect.

June
- Develop goals for upcoming year and submit to President and Secretary through apsnabod@simplelists.com by July 1.
- Request submission of all conference related expenses by June 15.
- Finalize all conference payments.
- In collaboration with Program Chair prepare report of income and expenses for annual conference.
- Following all conference payments and transfer of exhibitor/sponsor support move report profit from conference that remains in the savings account.
- -Make 2nd quarter Editor in Chief (EIC) payment

July
- Prepare and submit 2nd Quarterly report to apsnabod@simplelists.com by July 15 with updated annual budget and conference budget.
- Transfer all remaining documents to incoming Treasurer.
- Arrange training session/conference calls as needed to orient incoming Treasurer APSNA accounts.
- Mail pertinent records and supplies to incoming Treasurer.
- Assist President and President-Elect in planning of the Fall BOD Meeting.
- Determine which Board members have a hardship for Fall Meeting; re-evaluate budget with President.
- Once the final budget from conference is available, the Program Chair, Development Chair, and members of the EC meet to review the budget, income (including exhibitor fees) and expenses, and make recommendations for the following year, especially
regarding sponsor/exhibitor levels and feasibility of research walk.

**August – September**
- Collaborate with EC to review budget for the Fall BOD meeting.
- Attend Fall BOD meeting.
- Prepare budget report and Treasurer update for Fall BOD meeting.
- Review committee reports and apsnabod@simplelists.com discussions prior to the Fall BOD Meeting Conference.
- Review agenda and prepared documentation prior to the Fall BOD Meeting.
- Request BOD members review previous year’s budgets.
- Collaborate with Program Chair regarding budget for conference.
- Along with the Program Chair, Development Chair and members of the EC, review the exhibitor prospectus, prior to posting.
- Make 3rd quarter EIC payment.
- Come prepared with two possible nominees for nominations slate.

**October**
- Prepare and submit 3rd Quarterly Report to apsnabod@simplelists.com board by October 15.
- Prepare financial summary for the 3rd quarter in preparation of budget development for the coming fiscal year.
- Solicit budget requests from board members for the coming year. Highlight budget line items (color code) according to the responsible board member.
- Work closely with President and President Elect (and EC) on the final budget for the fiscal year as the majority of the President-Elect’s term as President will be under this budget.
- Serve as a resource to all BOD members during preparation of their budget proposals, which are due October 20.
- Collect budget proposals from all BOD members.
- Pay the Fall BOD Meeting bills.
- Submits quarterly report by the 15th of the month.

**November**
- Requests should include any anticipated expenses greater than $25 and funding for new initiatives/projects as agreed upon by the board.
- Participate in conference calls as needed facilitate budget development.
- Prepare summary of the Fall BOD Meeting expenses and reimbursements and forward to EC.
- Pay invoice for business cards ordered for the President Elect and incoming Development Chair.
- Renew yearly Liability and Directors & Officers Policy through Chubb & Son.

**December**
• Submit new budget to board members for approval and vote.
• Issue letters of acknowledgment to donors (required for 250.00 or more).
• Request ALL receipts for reimbursement for current year be submitted December 15th.
• Submits quarterly report by the 15th of the month.
• Make 4th quarter EIC payment
• Receive potential slate of nominees from Nominations Committee Chair, by December 15.

January
• Request that Secretary post approved budget to APSNA website.
• Prepare and submit 4th Quarterly and Year-End report to apsnabod@simplelists.com by January 15th.
• Contact CPA regard in tax preparation
• Request accounting of volunteer BOD hours for IRS reporting if required by CPA.
• Forward all relevant records to bookkeeper to file 1099 by January 31 payments greater than $600 for services rendered to APSNA.
• Assist Program and Development Chair in preparation for conference as needed.
• Review position description and submit necessary changes to President-Elect by February 1 deadline.
• Send a monthly list of exhibitor/sponsor purchases to Development Chair.
• Send a list of out standing checks of registrations for conference to Kellen, and for vendors to Development Chair.
• Complete Peripheral Component Interconnect (PCI) compliance questionnaire annually, or more often as indicated.
• Pay deposit for lodging for the Fall BOD Meeting as requested by the President-Elect and invoiced by property manager.
• Renew yearly Conference Accident Insurance as well as Volunteer BOD Accident Insurance through Mesirow Insurance Services

February
• Submit all available documents to CPA including 1099 K forms, prior year board member list with demographics and log of volunteer hours, if requested
• Send a monthly list of exhibitor/sponsor purchases to Development Chair.
• Send a list of outstanding checks for registrations for conference to Kellen, and for vendors to Development Chair.

March
• Receive election results from Nominations Committee Chair.
• If outgoing board member, contact the incoming winner of the elections, review job description and commence mentoring (See #8 – Page 1).
• Work with Program Chair to communicate budgetary guidelines for shipping by BOD to conference site.
• Assist the Development Chair as needed to secure funding from exhibitors/sponsors.
• Request a Member at Large attend annual Finance Committee.
• Send a monthly list of exhibitor/sponsor purchases to Development Chair.
• Send a list of out standing checks of registrations for conference to Kellen, and for
vendors to Development Chair.

- Request annual review from Certified Public Accountant (CPA) one month before annual meeting if this is needed.
- Add relevant personnel to portable credit card reader account in order to collect monies at conference.
- Forward documents to CPA to complete annual tax filing, prior to filing deadline of May 15th, if taxes need to be filed.
- Make 1st quarter EIC payment
- Complete self-assessment, incoming year. Refer to BOD Self-Assessment Policy.
- Receive conference cancellation insurance from Kellen.