Position: Treasurer
Term: 2020-2022

Duties:

1. Duty of Care
   a. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances. This may require a reasonable understanding of relevant legislation and jurisprudence.
   b. Requires that the Board act in good faith, participate in meetings, be prepared (e.g., read reports), ask questions when necessary (e.g., voice, clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the Board for the benefit of the Board to make a decision guided by all points of view from all members of the Board), exercise independent judgment.
   c. Work cooperatively with the staff of the Association on committees or task forces of the Board.
   d. Know and respect the distinction in the roles of Board and staff consistent with the principles underlying approved governance policies.
   e. Allows the Board to rely on advice of third parties (e.g., attorneys, accountants).

2. Duty of Loyalty
   a. Act with honesty and in good faith in what the Board member reasonably believes to be the best interests of the Association.
   b. Maintain solidarity with fellow Board members in support of a decision that has been made in good faith, in a legally constituted meeting, by Board members in reasonably full possession of the facts.
   c. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association's bylaws and policies and statutory requirements.
   d. Maintain confidentiality of Board discussions.

3. Duty of Obedience
   a. Be informed of the articles of the Association (or letters patent), the legislation under which the Association exists, and the Association's bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a Board member.
   b. Keep generally informed about the activities of the Association, the community issues that affect the Association, and general trends in the business in which the Association operates.
   c. Attend Board meetings, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.
General Responsibilities:
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 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. Attend and participate in the Annual BOD meetings (Pre- and Post-Conference, Business, Finance), the Annual Journal of Pediatric Surgical Nursing Publisher Meeting, the Fall BOD Meeting Conference and any teleconferences to conduct the business of the organization. Present a report to the EC and BOD at the Finance Meeting and to the membership at the Business Meeting.
9. Possess a basic understanding of fundraising responsibilities:
   a. Define or clarify the mission
   b. Support organizational sustainability
   c. Identify strong leadership
   d. Approve adequate budgets
   e. Plan for the future of the organization
   f. Be familiar with the overall fundraising plan
   g. Participate in the fundraising process
10. Ability to function well in a team setting; build constructive working relationships characterized by a high level of acceptance, cooperation, flexibility, compromise and mutual respect.
11. Member of the EC and Investment Committee
12. Other duties as assigned by President

Qualifications & Skills:
1. Basic knowledge of types of investments (MM, CDs, mutual funds, stocks).
2. Demonstrated interest in and understanding of APSNA’s mission and strategic plan.
3. Understanding of 501 (C) 3 responsibilities and requirements as it relates to APSNA activities.
4. Willingness to learn and apply acquired financial knowledge to APSNA.
5. Computer Skills Level of Proficiency:
   a. Intermediate proficiency with Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
   b. Proficient with scanning software
6. Ability to handle multiple tasks and meet deadlines.
7. Ability to monitor emails daily and respond to e-mail inquiries promptly.
8. Familiarity with a banking software program (QuickBooks®) or willing to learn and master basic QuickBooks® as necessary to manage and report APSNA finances.
9. Willingness to learn and participate in investment decisions.
10. Ability to respond to web/email requests within 24-48 business hours.

Treasurer
**Mentoring:** All BOD Members have a mandatory mentorship year – per the [Mentoring and Succession Planning Policy](#).

**Time Commitment:** Willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. This includes an average of 40 or more personal hours per month of administrative time working on APSNA-related projects. This time commitment is conservative and with particular BOD positions can be as high as 40 hours per week, especially at specific times of the year such as preparing for conference.

**Evaluation:** Board member’s effectiveness will be assessed per [Board Self-Assessment Policy](#).

**Review Date:** September 2019  
**Approval Date:** October 2019