

Subject	Job Description – Treasurer
Section	Job Description
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Treasurer

Term of Office: Two (2) years. The Treasurer is elected in an odd year and is eligible to serve two (2) consecutive terms of office.

Responsible to: Board of Directors and Members

Purpose: Accountable for the fiscal affairs of ONA. Has corporate and fiduciary responsibility for the corporation. Serves as the agent for the House of Delegates; Article V. 1. of the ONA Bylaws.

Responsibilities:

- Fulfills the Board of Directors responsibilities as identified in Article V. 3, 9, and 10 of the ONA Bylaws.
- Serves as chairperson of the Finance Committee.
- In cooperation with the Finance Committee, helps develop, recommends, and on approval, sees that the association operates within an annual budget.
- Ensures that the association finances are audited annually.
- Provides reports and interpretation of ONA’s financial condition, as may be required, to the Board of Directors, the House of Delegates, and the membership.
- Serves as ONA’s official representative on the association’s tax forms.
- Also serves on Pension Trustees and Executive Committee.
- Have email contact capability.
- Expected to attend ONA functions, such as, ONA’s House of Delegates (two to three days in even years), Nurse Lobby Day (one day in odd years).
- Will occasionally be expected to respond to member e-mails, act as a liaison to another body, participate on a job action, serve as a representative to another group, and reach out to other leaders or emerging leaders.
- Expected to actively engage in membership promotion and recruitment in their facilities and in their roles as representatives and liaisons.
- Expected to participate in ONA’s political efforts, such as, canvassing or phone banking on behalf of candidates or initiatives ONA has endorsed.

Secondary Responsibilities

- Publically support Board decisions and advocate for Board initiatives, even those decisions/initiatives that member disagreed with.
- Support the interests of ONA’s vision, mission, and strategic plan.

- Identify and recruit new leaders to participate in ONA.
- Mentor emerging leaders on the role of the Board and ONA's vision, mission, and strategic plan.
- Recognize the value of succession in establishing an engaged membership.

Time Commitment:

- Approximately 10 hours/week during weeks of Finance Committee meetings.
- Approximately 16-24 hours/week during Board of Directors meetings.
- Travel time to meetings (dependent on individuals)
- Board subcommittees and work groups may meet monthly between Board meetings. Meetings of approximately two hours in length in addition to travel time.
- Phone accessibility to be reached at home or at work.
- Miscellaneous telephone availability to set up meetings and conference in preparation for various committee meetings.
- One half to one hour each week for review of Friday mailing and other mailed materials.
- Attendance at bi-annual Lobby Day, annual meeting, conference and/or convention.
- Assigned duties at the annual meetings hosting breakout sessions, presenting forums, networking with members.

Required Qualifications and Restrictions:

Members have the following additional requirements and restrictions to run for, be appointed to or serve on the ONA Board of Directors:

1. Members must be an ONA member in good standing at the time of nomination or appointment and for two (2) years immediately preceding the call for nominations or appointment.
2. An employee of ONA is eligible to be a candidate two (2) years after resignation from the staff position when candidacy is declared.
3. Supervisors of ONA-represented nurses, or management personnel of employers of ONA represented nurses, who have an inherent conflict of interest with the interests and duties of staff nurses represented by ONA, as determined under applicable labor laws and/or the application, custom and practices under ONA collective bargaining agreements, will not be eligible to be a candidate for, or elected or appointed to, or serve as a member of the ONA Board of Directors.
4. Supervisors or management personnel of a unit ONA is actively organizing, who have an inherent conflict of interest with the interests and duties of staff nurses represented by ONA, as determined under applicable labor laws and/or the application, custom and practices under ONA collective bargaining agreements, will not be eligible to be a candidate for, or elected or appointed to, or serve as a member of the ONA Board of Directors.

Recommended Qualifications:

- Previous experience as a constituent or state association treasurer preferred.
- Previous experience as a constituent or state association Board of Directors member.
- Knowledge of and participation on ONA structural unit preferred (e.g., Cabinet, ONPAC/NUPAC, Bylaws Committee, or constituent association leadership)
- Experience as ONA delegate.

Member Support:

- All Board members are reimbursed for travel, lodging, meals and child care associated with meeting attendance or representation of ONA. Mileage is reimbursed at the IRS rate. The child care/pet care reimbursement rate is \$100 per day.

