**Indiana Association of Nurse Anesthetists Policy**

Title: **Job Description: Treasurer**

Date board approved:

Date reviewed:

**INANA Treasurer**

The Treasurer shall serve for a term of two years but shall not be elected for more than two consecutive terms as Treasurer. The Secretary-Treasurer shall serve on the Finance Committee; shall present a financial report at each Board and Membership meeting; shall oversee the process of receipt and disbursement of funds as directed by the Board; shall deliver the financial records for an annual review and for an audit by a Certified Public Accountant at the discretion of the Board of Directors.

Qualifications: Financial literacy is highly desirable for the Treasurer. It is expected that the Treasurer would seek additional training as necessary. Prior service on INANA committees preferred.

Duties:

* Attend all Board of Directors meetings.
* Attend Membership Meetings held in the spring and fall of each year.
* Attend, when able, at least one AANA Meeting (Annual, Mid-Year Assembly, Academy)
* The Treasurer will ensure itemized accounts of receipt and expenditures to be kept and present a report of the financial condition of the INANA at all membership meetings and regularly scheduled board meetings (Done with assistance of Executive Director).
* The Treasurer will give guidance to the Board on how potential decisions impact the long-term budget for the Association.
* The Treasurer will assure that the Association is properly insured, including bonding to guard against embezzlement and fraud, and liability insurance for directors and officers
* Fulfill responsibilities as delegated by the INANA Strategic Plan.
* The Treasurer will ensure annual Federal, State and Local tax forms are filed in a timely manner. (Done with assistance of Executive Director).
* The Treasurer serves as a member of the Finance Committee and assists in developing a budget for the next fiscal year. (Done with assistance of Executive Director).
* The Treasurer, in conjunction with the Finance Committee Chair, reviews weekly expense statements/accounts payable submitted for reimbursement. (Done with assistance of Executive Director).
* The Treasurer monitors the investment portfolio and gives a report to the Board along with Finance Chair. (Done with assistance of Executive Director).

Time commitment:

The Board meets quarterly in the fall, winter, spring and summer. Meetings last 4 to 6 hours. The Fall and Spring Board meetings are held in conjunction with the INANA meetings and last 1-2 hours. The Winter and Summer Board meeting are held on a Saturday and last 4 to 6 hours.

Eligible to attend AANA Annual Meeting, Mid-Year Assembly, Leadership Academy, and Assembly of School Faculty meetings