

## **SECTION XVI – POSITION DESCRIPTION – Treasurer**

### **A. Treasurer**

#### **1. Qualifications**

- a. Active member of IASN/NASN for at least five (5) years
- b. Meet criteria for Active membership throughout term of office
- c. Previous experience as a member of the IASN Board or active committee membership/supporting role.
- d. Previous experience as a Division treasurer recommended
- e. Ability to use computer for developing spread sheets/balance sheets recommended
- f. Working knowledge of or willingness to learn an accounting program

#### **2. Term of Office**

- a. Elected to serve a term of two (2) years.
- b. May not serve more than two consecutive terms.

#### **3. Duties**

- a. Work with the Governance Coordinator.
- b. Maintain and manage the Association's monies
- c. Maintain the financial records of the Association
- d. Submit a financial report at each Board meeting, and at the Annual Meeting
- e. Pay the Association's expenditures upon receipt of vouchers within the confines of the approved budget.
- f. File required IRS tax forms annually
- g. Ex officio member of Finance Committee
- h. Assist Finance Committee in drafting the budget annually
- i. Make financial books available for auditing prior to the Annual Meeting
- j. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.