

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Treasurer
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	
Next Revision Date	November 2018

JOB DUTIES

1. See Job Description in NENA Governing Bylaws.
2. Works with the Financial Administrator to maintain the record of income and expenditures in an electronic data program.
3. Presents the annual audited financial statement and budget to the NENA Board for presentation at the Annual General Meeting.
4. Presents financial statements for each Executive and Board of Directors meeting.
5. Works collaboratively with the Finance Administrator on membership issues.
6. Works with the Finance Administrator and the Board in updating Key Information binder.
7. Works with NENA Finance Administrator to prepare proposed budget for each fiscal year to be presented at the Annual General Meeting.
8. Reports potential investment opportunities to the Executive.
9. Utilizes current technology to maintain ongoing communication among the Board of Directors and Executive in specific but not limited to e-mail.
10. Arranges all accommodations and catering for all in- person Board of Directors meetings.
11. Approves all expense claims for the Board of Directors and President's Council.
12. Approves all purchase requests.
13. Secure and maintain NENA credit card.
14. Participate in weekly teleconferences with Financial Administrator.
15. Standing member of the National Conference Committee.
16. Term of office – begins July 1 the year of appointment. Length of term as per NENA By-Laws.
17. This position involves a minimum of 6-8 hours of time commitment per week for the term of office. It is expected that you will attend all NENA in-person Board meetings, monthly teleconference, AGM, and National Conference.
18. Other duties, responsibilities as determined by the President.

QUALIFICATIONS

1. Current NENA member in good standing.
2. Recent Board experience either Provincial or National preferred.
3. Working knowledge of current utilized software is an asset.
4. Must hold current RN license in Canada and be actively working in emergency care