

Elected Volunteer Position Description

POSITION: Treasurer

RESPONSIBLE TO :

NNA Board of Directors
NNA House of Delegates
NNA Membership

DESCRIPTION OF POSITION:

The position of Treasurer is an elected position by the NNA membership. The term is two years.

NUMBER OF MEETINGS TO ATTEND:

Minimum number of meetings to attend is:
Executive Committee meetings as needed
4-10 NNA Board of Directors meetings
1 NNA convention - House of Delegates
Budget and Finance committee meetings as needed

DUTIES/RESPONSIBILITIES:

1. Attends meetings outlined above.
2. Serves as Chair of the Budget and Finance Committee which prepares an annual budget for the association and plans annual fundraising activities including the Patron Party and Silent Auction.
3. Prepares a report for every meeting listed above.
4. Reviews the following reports prepared under the direction of the Executive Director:
 - a. Monthly Income and Expense Analysis
 - b. Monthly NNA Cash Analysis
 - c. Monthly Balance Sheet
5. Presents a comparative financial report at each Board of Directors meeting.
6. Presents a Financial Report at the House of Delegates meeting.
7. Submits an annual statement and report for the Book of Reports.
8. Assumes other duties as assigned by the Board of Directors.
9. Provides input for annual performance evaluation of the Executive Director.