



Roles and Responsibilities

CNA Board of Directors

Treasurer

SUMMARY:

Monitors the fiscal affairs of the association and ensures that all financial records and audits are in order. Serves on the Board of Directors and Executive Committee. Represents the best interests of the entire membership as it pertains to fiscal responsibility, the financial soundness of the association, and the prudent application of funds in keeping with the goals and objectives set by the Board of Directors.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member:

1. Ensures that the association maintains accurate financial records.
2. Reviews association expenditures and financial status on a monthly basis to ensure overall fiscal integrity.
3. Ensures that regular financial reports are submitted to the Board of Directors and presents an annual financial report to the Annual Membership Meeting.
4. Presents a financial update and responds to questions of a financial nature at the annual Membership Meeting.
5. In conjunction with staff presents an annual budget to the Board of Directors for approval.
6. With the Bookkeeper submits the financial accounts of the association for an annual independent audit.
7. Attends the Annual Membership Meeting and special meetings as directed by the president.
8. Represents the association as requested by the president.

TERM OF OFFICE:

Elected by the Membership for a two-year term; may not serve more than two consecutive terms in the same office or more than eight consecutive years on the Board of Directors.

QUALIFICATIONS:

Must hold current CNA membership; may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with CNA. Should have a strong knowledge base of financial matters of a non-profit organization.



TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day, twelve times a year for Board of Directors meetings and possible committee meetings in conjunction with the board meetings;
- 1day for the Annual Membership Meeting and pre- and post-Board of Directors meetings;
- average of 2-3 hours per week reading materials and board reports from CNA;
- 2-3 days per year dependent upon service on other committees and boards.