

REALITIES OF POSITION

NATIONAL TREASURER

TIME COMMITMENT:

- ∞ Varies based on need- may be 8-12 hrs per week, more during budget review. Includes travel, telephone/conference calls, mail, e-mail, correspondence. Travel may include 20 days/yr.

NEEDED SKILLS:

- ∞ Individual must be detailed oriented and enjoy working with numbers. Background in financial management a plus. Ability to follow policy guidelines concerning expense reimbursement, good organizational skills, flexibility, accessibility, public speaking ability. Access to a copier and fax machine a must. Computer skills and online capabilities are required.

USUAL TASKS:

- ∞ Submit reports as requested by deadlines; supervise budget prep and sound fiscal management of ANNA, oversee chapter fiscal management; facilitate employee/consultant payroll/benefits; appropriate internal fiscal control; present at VLW (Chapter treasurer) as needed; submit budget proposals for special projects; review/ present financial P&P changes biannually. Serves as BOD Liaison to committees and work groups as assigned by the President.

REPORTS AND BOARD OF DIRECTORS RESPONSIBILITIES:

- ∞ Prepare for/attend BOD meetings and conference calls; compiles reports from committees, work groups, and others as needed; communicates regularly with committees and work groups; responds/ votes on mail feedback items; reviews P&P and role descriptions on designated schedule.

RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- ∞ The treasurer works closely with ANNA Executive Director, concerning financial matters and Director of Membership Services on ANNA operational issues. National office staff is always available to field questions and direct issues/concerns appropriately.

BARRIERS FACED IN ACCOMPLISHING ROLE ON ANNA BOARD OF DIRECTORS:

- ∞ Time management of work and home responsibilities. Must have support from employer for time out of office, calls received from ANNA members/Board members during the day.

FINANCIAL:

- ∞ ANNA reimburses for expenses incurred in the performance of association duties. Travel expenses are reimbursed after an approved trip; however, ANNA will accommodate more timely expense reimbursement as needed. In addition, a stipend of \$1,505 quarterly, \$6,020 per annual term of office, is offered to help offset expenses incurred in the performance of duties for items such as unpaid leave from work, technology costs for internet services and computer equipment, and other non-reimbursed expenses that arise. ANNA does not reimburse for expenses incurred by the Board member's guest(s).

BOARD OF DIRECTORS RESPONSIBILITIES:

- ∞ Provide oversight, set Association direction, engage in strategic thinking, review and support ANNA's Mission and Vision, establish Association values, approve operational plans, ensure financial resources, promote positive public image, ensure presence of a capable and responsible Board.

LEGAL RESPONSIBILITIES:

- ∞ *Duty of Care:* Care that an ordinarily prudent person would exercise in a like position and under similar circumstances. A Board member owes the duty to exercise reasonable care when he/she makes a decision as a steward of ANNA.
- ∞ *Duty of Loyalty:* A standard of faithfulness. A Board member can never use information obtained as a member for personal gain, but must always act in the best interests of ANNA.
- ∞ *Duty of Obedience:* Faithful to the organization's mission. Board members are not permitted to act in a way that is inconsistent with the goals of ANNA.