Policy	11.01.05
Revised	11/23
BOD Reviewed and Approved	2/24
Substituted for	2/22
Original Date	3/88

ROLE DESCRIPTION

At the American Nephrology Nurses Association (ANNA), Diversity, Equity, and Inclusion (DEI) are foundational core values, integrated into our culture.

We are committed to an environment where individuals are respected, valued, and practices are equitable and inclusive. By embracing our differences, ANNA fosters a climate of belonging, where individuals from all backgrounds, cultures, and perspectives come together to promote the organization's mission and vision.

A. ROLE TITLE: NATIONAL TREASURER

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.

2. Serves as a liaison between the Board of Directors (BOD) and assigned Committees, Task Forces, and representatives.

3. Supervises sound fiscal management of ANNA.

4. Implements fiscal policy based on an approved budget.

5. Approves annual corporate solicitation program.

6. Advises BOD and Committee Chairpersons, of financial feasibility of projects.

7. Assures the implementation of appropriate internal fiscal controls.

8. Complies with Policy & Procedure 2.04, *Conflict of Interest Policy*.

C. COMPOSITION

1. Officer

    a. Selection Method: Refer to Bylaws Article IV, Section B. The Nominations Committee submits a slate of candidates for each office. Each member will receive a ballot. The plurality of those voting shall decide the election.
    b. Qualifications: Refer to Policy & Procedure 5.02, *Candidate Criteria and Requirements for National Offices*.

D. TENURE

Refer to Bylaws Article IV, Section C. The term of the National Treasurer will be three (3) years beginning at the close of the annual national business meeting immediately following the election. The National Treasurer will be elected for a three (3) year term beginning in 2023 and continue on a three (3) year cycle. Beginning with the election in 2022, individuals may serve no more than two (2) full terms on the National Board of Directors, plus completion of an unexpired term, if they are elected or chosen to fill an unexpired term.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II through XI.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All BOD meetings or conference calls.

2. Nationally sponsored ANNA Meetings:

    a. National Symposium
    b. Leadership Development And Education (LEAD) Workshop, incoming or continuing officer
    c. Nephrology Nursing Summit
    d. Health Policy Workshop

3. Own local ANNA chapter meetings.

4. National Office orientation meeting.

5. Annual budget preparation meeting, if applicable.

6. Other meetings as requested and approved by the BOD.

    NOTE – Complimentary registration and expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*.

G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, vision, purpose, objectives, policies, procedures, and strategic plan of ANNA.

    a. Serves as an active member of the BOD.
        (1) Serves as Board Liaison for assigned Committees, Task Forces, representatives, and/or projects and fulfills responsibilities per Policy & Procedure 11.01.14, *Board Liaison*.
        (2) Adheres to Policy & Procedure 2.04, *Conflict of Interest Policy*, for all assignments and responsibilities and discloses any actual, potential, or perceived conflict of interest.
        (3) In areas where the Officer must recuse themself from discussions and activities per Policy & Procedure 2.04, *Conflict of Interest Policy*, the National President will appoint a designee to fulfill specific assignments.
        (4) Reviews, evaluates, and responds to all material presented to the BOD.
        (5) Contributes to preparation of the annual budget.
        (6) Prepares and presents ideas, solutions to problems, or programs of organizational interest to the BOD for consideration.
        (7) Assumes responsibilities delegated to them by the National President or BOD.
        (8) Reviews policies and procedures pertinent to the office and assigned Committees as needed or requested and proposes changes to the National Secretary.
        (9) Reviews role descriptions of office and assigned Committees as needed or requested and proposes changes to the National Secretary.
        (10) Submits reports as assigned or requested by the established deadlines.
        (11) Submits the Annual Report to the membership via the *ANNA Update*.
        (12) Assists in the implementation of the Strategic Plan.
        (13) Handles general correspondence as needed.
    b. Recognizes and advises the BOD of changing economic trends which may influence decisions of the BOD.
    c. Orients and mentors incoming National Treasurer to the role.

2. Serves as liaison between the BOD and assigned Committees, representatives, and Task Forces.

    a. Serves as a resource person to chairpersons, committee members, and representatives.
    b. Guides committees in developing action plans to fulfill the Strategic Plan.
    c. Communicates the activities of assigned Committees, representatives, and Task Forces to/from the BOD.
    d. Assists Committees, Task Forces, and representatives as requested.

3. Supervises budget preparation.

    a. Develops and directs distribution of budget preparation packets to all individuals with budget responsibility.
    b. Assists those individuals with budget preparation as requested.
    c. Convenes budget meeting, if applicable.
    d. Presents proposed budget to the BOD.
    e. Directs distribution of approved budget.
    f. Develops and recommends budget policy.

4. Supervises sound fiscal management of ANNA.

    a. Facilitates annual ANNA certified audit.
    b. Reviews all financial reports and long-range financial planning.
    c. Monitors cash management.
    d. Recommends changes in fiscal policy.
    e. Supervises management of operating and reserve funds and reports to the BOD.
    f. Maintains appropriate internal fiscal controls, including check signing and approval of electronic payments.

5. Implements fiscal policy based on the approved budget.

    a. Recommends special studies or analyses on financial matters as necessary.
    b. Assures that budget performance reports are distributed per Policy & Procedure 4.01, *Management of Accounts*.
    c. Addresses budget variances with responsible individual(s) and works with them, as appropriate, to help improve their adherence to the budget.
    d. Approves non-budgeted expenses per policy. Refers amounts over policy to BOD for approval.
    e. Approves all expenses for Executive Director, National Office, and others as requested.

6. Oversees National Office and Consultant Activities.

    a. Reviews time sheets and monthly activity reports for National Office and paid consultants.
    b. Recommends to the National President and BOD changes to National Office and paid consultant policies as necessary.

7. Assures adequate insurance coverage for the Association.

8. Approves and oversees ANNA Travel Program.

9. Approves annual corporate solicitation program.

10. Advises BOD and Committee Chairpersons of financial feasibility of projects.

11. Monitors preparation of financial reports, such as quarterly statements, year-end financial reports, and income tax returns.

12. Approves dates and locations for BOD face-to-face meetings for the upcoming year in consultation with the National President-Elect and Executive Director.

13. Utilizes ANNA Connected to network and collaborate with ANNA members.

H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Assures proper day-to-day fiscal management of ANNA per policy and under the direction of the National Treasurer.

2. Issues payment for ANNA expenses per Policy & Procedure 4.05, *Expense Reimbursement*.

3. Prepares and distributes financial reports as requested.

4. Develops and implements annual corporate solicitation program.

5. Oversees, assists, and facilitates activities of independent accountants (audit, financial statements, and tax returns) and reports to National Treasurer.

6. Maintains all checking accounts as directed.

7. Works with investment manager to assure optimal cash management and reports to National Treasurer.

8. Monitors reserve and operating funds and reports to the National Treasurer.

9. Prepares ANNA budgets as directed by National Treasurer for submission and approval of the BOD.

10. Monitors ANNA revenues and expenditures, appraising all officers and chairpersons of current budget status.

11. Researches and prepares financial feasibility reports for projects as directed by the National Treasurer and/or BOD.

12. Provides administrative support as requested.

13. Advises National Treasurer on changing economic trends that may influence BOD decisions.

14. Provides data and facilitates research of issues as directed.

15. Approves and sends all National Office and paid consultants time sheets and monthly activity reports to National Treasurer.

16. Monitors ANNA Travel Program and reports to the National Treasurer.

17. Monitors insurance and reports to the National Treasurer.

I. LINES OF COMMUNICATION

Refer to the organizational chart.