



PSNA BOARD OF DIRECTORS

Treasurer

ROLES, RESPONSIBILITIES, & COMPETENCIES

Summary

The PSNA Treasurer monitors the fiscal affairs of the Association and ensures that all financial records, reviews and/or audits are in order. He/she represents the best interests of the entire membership as it pertains to fiscal responsibility, the financial soundness of PSNA, and the prudent application of funds in keeping with the goals and objectives set by the PSNA Board of Directors.

Specific Responsibilities

1. Serves as a member of the PSNA Board and PSNA Board Executive Committee. As a member of the PSNA Board Executive Committee, has the full power of the PSNA Board to transact business between Board meetings, and reviews and acts upon all critical issues as needed.
2. Provides financial reports and interpretations of PSNA's financial condition to the PSNA Board and PSNA members.
3. Oversees the PSNA 401K plan.
4. Represents the Association as requested by the PSNA President.
5. Promotes communication and positive working relationships with PSNA customers.

Organizational Responsibilities for the Office of PSNA Treasurer

1. Ensures that the Association maintains accurate financial records.
2. Ensures that regular financial reports are submitted to the PSNA Board one week prior to a Board meeting. Presents an annual financial report to the PSNA membership.
3. Supports and defends policies, positions and programs adopted by the PSNA Board.
4. Serves as a liaison to the constituent districts regarding financial information.
5. Brings all communication regarding staff first to the CEO with a communication line to the President.
6. Financially contributes to the Nursing Foundation of Pennsylvania (NFP) and the PSNA Political Action Committee (PSNA-PAC).

Qualifications & Competencies

The PSNA Treasurer must hold current individual membership in PSNA and ANA. He/she may not concurrently serve as an officer of another organization if such participation might result in a conflict of interest with PSNA. The PSNA Treasurer should have familiarity with the PSNA bylaws. He/she should have a strong knowledge of financial matters of a non-profit association and familiarity with the PSNA bylaws and other Association policies.

As an officer, the PSNA Treasurer brings knowledge and skills on nursing and professional organizations to the Association and the PSNA Board, including a working knowledge of financial, policy, political, regulatory, practice and standards, economic theory and forecasting capabilities. He/she brings public speaking experience and can represent the PSNA President and the PSNA Board as an Association spokesperson. The PSNA Treasurer is able to serve as a positive role model for nursing and PSNA. He/she shall possess the skills necessary to analyze and interpret financial statements and engage in strategic visioning and be competent in the use of computers and technology.

Time Commitment

The PSNA Treasurer's time is devoted to fulfilling the duties of the office. Individual style and commitments shall determine the time devoted to duties and activities. As a Board member, the PSNA Treasurer is expected to participate at all Board meetings. Quarterly board meetings and possibly committee meetings in addition to one to two days every other year for strategic planning, or annually if needed, should be expected. Frequent travel may be required to both the PSNA headquarters and other sites to fulfill the PSNA spokesperson role.