



### **NACNS Secretary/Treasurer – Elected Position**

**Purpose:** The NACNS secretary/treasurer is responsible for overseeing the recording of the proceedings of the meetings of NACNS and the management and reporting of the organization's finances. The NACNS secretary/treasurer will work in collaboration with the bylaws committee, finance committee, board and staff to ensure that the role responsibilities are met.

The secretary/treasurer will keep the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board. Much of the work may be delegated to the finance committee and staff or volunteers as appropriate.

The secretary/treasurer will convene the bylaws committee prior to the Annual Meeting to determine if bylaws changes are recommended. The secretary/treasurer, in collaboration with the board and staff, will keep the membership regularly informed of key events, trends, concerns, and key decisions of the board via oversight of delegated association communication functions, including, but not limited to the website, blast email, newsletters and reports at the annual meeting. In addition, the secretary/treasurer will ensure that the staff completes required financial reporting forms in a timely fashion and makes these forms available to the board. Much of the work may be delegated to the bylaws committee and staff or volunteers as appropriate.

**Duties:** It shall be the duty of the secretary/treasurer to:

- Comply with the duties of a board member.
- Serve as a member of the board and executive committee.
- Be familiar with legal documents (articles, by-laws, IRS letters, etc.) and able to note applicability during meetings.
- Ensure minutes are taken at the board meetings and are distributed promptly following each meeting.
- Ensure the official records of the association are maintained in accordance with generally accepted association management principles.
- Oversee and present budgets, accounts and financial statements to the finance committee, board and membership
- Serve as chair of the bylaws and finance committees.
- Liaise with designated staff about communications and finance matters as needed.
- In conjunction with staff, ensure that record-keeping meets the conditions of funders and/or statutory bodies.

- Oversee the development and observation of the organization's communication policies.
- Oversee the presentation of recommended bylaws changes to the membership.
- Advise on the communication and financial implications of the strategic and operational plans.
- In conjunction with staff, ensure the preparation and publication of the NACNS Journal's newsletter section.
- Ensure the financial records of the association are maintained in accordance with generally accepted accounting principles.
- Oversee the development and observation of the organization's financial policies.
- In conjunction with staff, ensure compliance with relevant legislation and/or regulation.
- Prepare the annual budget in collaboration with staff and makes recommendations pertaining to changes which may affect the financial status of the association. In conjunction with staff, prepares quarterly fiscal forecast.
- Advise on the organization's fundraising strategy as applicable and ensures the use of these funds complies with the conditions set by funding bodies.
- Liaison with the association accountant and auditor to ensure required reports are prepared and submitted in a timely manner.
- Advise on the organization's reserves and investment policy.

**Term of Office:** The secretary/treasurer serves for two years or until a successor is elected. In the event of a resignation or inability to fulfill the duties of the office, a successor shall be appointed by the board of directors to serve until the next regularly scheduled election at which time a new secretary/treasurer shall be elected to a full term by the membership.

**Other:** The secretary/treasurer shall be under bond upon such terms, conditions, and for such amounts as shall be prescribed by the board of directors; the premiums to be paid by NACNS.

**Recommended Role Prerequisites:**

- Experience as a volunteer with NACNS.
- Familiarity with the NACNS Mission and Goals.
- Personal and/or professional background in communications, newsletters, minutes development, etc.
- Ability and interest to monitor association's communication program.
- Personal and/or professional background in budgets, association finance, board responsibilities.
- Ability and interest to monitor association's financial program.
- Must be an NACNS member for 1 year prior to running for office.
- Must maintain current NACNS membership.

- Must maintain an unencumbered RN and APRN license if required by the secretary/treasurer's state.

