



ANNA
American Nephrology
Nurses Association

Policy	11.01.05
Revised	11/25
BOD Reviewed and Approved.	12/25
Substituted for	2/24
Original Date.....	3/88

ROLE DESCRIPTION

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 the American Nephrology Nurses Association (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 the annual corporate solicitation program.
6. Advises BOD and Committee Chairpersons, on the financial feasibility of projects.
7. Ensures 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 the completion of an unexpired term, if elected or chosen to fill an unexpired term.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II through X.

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. Advocacy Forum
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. Serves as an active member of the BOD.
 - a. Serves as Board Liaison for assigned Committees, Task Forces, representatives, and/or projects and fulfills responsibilities per Policy & Procedure 11.01.14, *Board Liaison*.
 - b. 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.
 - c. In areas where the Officer must recuse themselves from discussions and activities per Policy & Procedure 2.04, *Conflict of Interest Policy*, the National President will appoint a designee to fulfill specific assignments.
 - d. Reviews, evaluates, and responds to all material presented to the BOD.
 - e. Contributes to the preparation of the annual budget.
 - f. Prepares and presents ideas, solutions to problems, or programs of organizational interest to the BOD for consideration.
 - g. Assumes responsibilities delegated to them by the National President or BOD.
 - h. Reviews policies and procedures pertinent to the office and assigned Committees as needed or requested and proposes changes to the National Secretary.
 - i. Reviews role descriptions of the officer and assigned Committees as needed or requested and proposes changes to the National Secretary.
 - j. Submits reports as assigned or requested by the established deadlines.
 - k. Submits the Annual Report to the membership via the *ANNA Update*.
 - l. Assists in the implementation of the Strategic Plan.
 - m. Handles general correspondence as needed.
2. Recognizes and advises the BOD of changing economic trends that may influence decisions of the BOD.
3. Orients and mentors incoming National Treasurer to the role.
4. 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.
5. Supervises budget preparation.
 - a. Develops and directs the 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 the proposed budget to the BOD.
 - e. Directs the distribution of the approved budget.
 - f. Develops and recommends budget policy.

6. 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.
7. Implements fiscal policy based on the approved budget.
 - a. Recommends special studies or analysis on financial matters, as necessary.
 - b. Ensures that budget performance reports are distributed in accordance with 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 the BOD for approval.
 - e. Approves all expenses for the Executive Director, National Office, and others as requested.
8. Oversees National Office and Consultant Activities.
 - a. Reviews time sheets and monthly activity reports for the National Office and paid consultants.
 - b. Recommends to the National President and BOD changes to National Office and paid consultant policies as necessary.
9. Assures adequate insurance coverage for the Association.
10. Approves and oversees the ANNA Travel Program.
11. Approves the annual corporate solicitation program.
12. Advises BOD and Committee Chairpersons of the financial feasibility of projects.
13. Monitors the preparation of financial reports, such as quarterly statements, year-end financial reports, and income tax returns.
14. Approves dates and locations for BOD face-to-face meetings for the upcoming year in consultation with the National President-Elect and Executive Director.
15. Monitors and engages on ANNA's social media platforms (e.g., ANNA Connected, Facebook, X [formerly Twitter], LinkedIn, Instagram) and assists in responding to posts or inquiries not addressed by the National Office.

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 an annual corporate solicitation program.
5. Oversees, assists, and facilitates activities of independent accountants (audit, financial statements, and tax returns) and reports to the National Treasurer.
6. Maintains all checking accounts as directed.
7. Works with the investment manager to ensure optimal cash management and reports to the National Treasurer.
8. Monitors reserve and operating funds and reports to the National Treasurer.
9. Prepares ANNA budgets as directed by the National Treasurer for submission and approval of the BOD.
10. Monitors ANNA revenues and expenditures, apprising all officers and chairpersons of the 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 the National Treasurer on changing economic trends that may influence BOD decisions.
14. Provides data and facilitates research on issues as directed.
15. Approves and sends all National Office and paid consultants' time sheets and monthly activity reports to the 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.