

REALITIES OF POSITION

NATIONAL TREASURER

TIME COMMITMENT:

- Varies based on need, estimate 16-20 hours per week and additional hours during budget development and review. Includes travel, virtual conference calls, ANNA webinars, mail, email, Board Liaison duties, correspondence. Travel may include 30 days/year. Weekly call with ED to manage banking, reserve funds, and other budget work.

NEEDED SKILLS:

- Individual must be detailed-oriented and enjoy working with budgets and association finances. Background in financial management and a working knowledge of association functions is desired. Ability to follow policy guidelines concerning expense reimbursement, strong organizational skills, flexibility, accessibility, and public speaking ability beneficial. Computer skills and online capabilities are required.

USUAL TASKS:

- Submit reports as requested by deadlines; supervise budget preparation and sound fiscal management of ANNA, oversee chapter fiscal management; appropriate internal fiscal control; present at the Leadership Development Workshop (LEAD) (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 prior to and 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. Plans for and presents budget to Presidents and ultimately meets with pres- elect and president at National Office with the team to establish preliminary budget. Presents a financial report update at each board meeting.

RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- The treasurer works closely with the ANNA Executive Director concerning financial matters and Chief of Staff on ANNA operational issues. National office staff is always available to address questions and direct issues/concerns appropriately. Works with National Office staff - specifically Comptroller related to annual audit, approving payments, Chief of Staff on approval of payments, and Executive Assistant on reports to and from Committee Chairpersons.

OBSTACLES TO CONSIDER IN ACCOMPLISHING ROLE ON ANNA BOARD OF DIRECTORS:

- Time management of work and home responsibilities while meeting the expectations of the role. The need for support from the employer for the time needed to meet ANNA responsibilities, which may include some ANNA work during work time. Support from family for time and travel is desirable.

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 \$3,750 quarterly, \$15,000 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.

BOARD OF DIRECTORS RESPONSIBILITIES:

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

FIDUCIARY 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 ethical integrity. 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:* Committed to the organization's mission. Board members are not permitted to act in a way that is inconsistent with the goals of ANNA.