



APHON Quick Fact Sheet for Elected Positions: Treasurer

Purpose/Time Commitment	Responsibilities	Qualifications
<p><u>Purpose:</u> Coordinates financial management of APHON with MCI Finance personnel and APHON Executive Director to assure financial stability. Oversees custody of organization's funds, and budget development.</p> <p><u>Length of term:</u> 3 years</p> <p><u>Hours per week:</u> 1 – 2 hours per week</p> <p><u>Meetings per year:</u></p> <ul style="list-style-type: none"> • Candidates must be prepared to attend at least 4 board meetings and additional virtual meetings each year, as needed. There will be at least one in-person board meeting which will be held in conjunction with the annual APHON conference*. • Multiple conference calls throughout the year. • Candidates must be prepared for additional Executive Committee calls, as needed. 	<p><u>Financial Management:</u></p> <ul style="list-style-type: none"> • Oversees bank accounts, payment of expenses, financial statements, investments and accounting system • Reviews monthly financial statements. • Approves all payments > \$10,000. • Participates in discussion/decision-making around significant/unexpected and/or unbudgeted expenses. • Reports on financial status at Board and membership meetings • Reviews strategic plan for financial implications • Ensures reporting to IRS complete, including status of local chapters • Ensures insurance policies maintained/ bonding for all signatures on bank accounts maintained <p><u>Budget:</u></p> <ul style="list-style-type: none"> • Assists board members and committees in developing budget submissions • Assists executive director in development of budget • Submits budget for board review and approval 	<ul style="list-style-type: none"> • Continuous member of national APHON for last 5 years • Demonstrated leadership experience within APHON national, an APHON local chapter, ONCC, or other nationally recognized nursing organization – may include board member, committee chair, project leader, local chapter president or officer • History of consistent meeting attendance and successful work outcomes at meetings applicable to previous nursing leadership role • Recommendation from APHON member in leadership position that candidate has reported to (if no prior APHON leadership experience, may substitute recommendation from leader of other nationally recognized nursing organization that candidate has reported to) • Strong collaboration/relationship building skills • Experience in developing and managing a budget (i.e. management position) and knowledge/willingness to learn basic investment strategies.

*All travel expenses will be paid by APHON for meetings not held at annual conference; complimentary registration will be provided for meetings held at annual conference.