

JOB DESCRIPTION

TREASURER

Responsible to the Board of Directors

Serves for the term of two years and assists with the responsibilities through the Fall

Conference

Provides Board with quarterly reports

Submits annual budget for approval at January Board meeting

Responsible for funds and uses NPANA laptop and Quicken software to maintain financial records

Responsible for records of receipts and disbursements of the Association

Responsible for depositing such funds in a financial institution as approved by the Board of Directors

Must countersign checks with another member of the Board

Obtains bonding for appropriate officers, renews every 3 years

Obtains a professional examination of the financial records every two years as directed by the Board of Directors

Completes and submits IRS form 990-EZ independently or with professional guidance by May 15.

Renews Washington State non-profit status annually, due January 31

Renews Oregon State non-profit status annually, due May 15

Responsible for maintaining insurance on computers and capital equipment

Uses Microsoft Access to create data base of all registrants of each spring and fall conference. Uses data base to create name tags, sign-in sheets and contact hours certificates for each registrant. Responsible for all conference finances which includes but is not limited to depositing all registration fees, writing checks for all honorariums, paying conference expenses, and provides Board with accounting post conference. Maintains supply of ribbons for use at fall and spring conferences. Maintains supply of appliqué adhesive back trees for distribution at Component Night of the National Conference.

Sends stipend to OFF THE Cuff editor three times a year.

Sends annual budget report to OFF THE CUFF editor.

Responsible for making hotel reservations for BOD for all conferences.

Reviews job description annually and revises as necessary

Identifies opportunities to increase financial base yearly

Reviews and assist with goals for strategic plan

Reviewed and Revised: May 13, 2005