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NORTHWEST PERIANESTHESIA NURSES ASSOCIATION

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## **JOB DESCRIPTION TREASURER**

Responsible to the Board of Directors

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

Provides Board with quarterly reports.

Submits annual budget for approval at fall conference Board meeting

Responsible for funds and financial records of receipts and disbursements of the Association.

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

May countersign checks with President of Board or designated person.

Obtains bonding for NPANA Board of Directors.

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

Completes and submits IRS forms annually, due 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.

Responsible for conference registrations, contact hours, and seminar financial reports.

Sends stipend to *Off the Cuff* editor three times a year.

Sends annual budget report to *Off the Cuff* editor.

IRS forms due April 15<sup>th</sup> of each year.

Responsible for making hotel reservations for BOD for all seminars.

Reviews and maintains goals for strategic plan.

Reviews job description annually and revises as necessary.

Implemented: January 1, 1994

Reviewed: October 2010

Revised: October 2010