

Treasurer Role Description – 2024 Election

All Executive Board members accept the responsibility to participate in governance, strategic and fiduciary activities as described below to ensure the mission and success of the association.

Leadership responsibilities

- Collaborate with fellow board members and organization volunteers to determine and support the organization's mission, vision and values.
- Adopt a strategic plan and revise every three – five years.
- Adopt an annual budget and ensure it adequately reflects the organization's priorities.
- Provide leadership and communicate the organization's mission, vision and values to volunteers, and internal and external stakeholders.
- Take an active role in recruiting and mentoring new leaders throughout all levels of the organization.

Board operations

- Focus on governance and outward-facing health policy, public statements, position statements and research agendas of the organization.
- Help maintain clear roles and responsibilities between the board and the senior staff executive (SSE).
- Monitor and update, as needed, committee structure to meet current and future organizational needs
- Recruit, orient and mentor new board members.
- Conduct regular self-evaluations and performance evaluations of the board as a whole.
- Actively monitor board skill sets and identify needs for future candidate recruiting.
- Attend monthly conference calls as scheduled and up to three in-person board meetings per year.
- Thoroughly prepare for each board meeting.

Ensure resources

- Provide policy-level support so staff can develop new and strengthen existing revenue streams.
- Provide personal support of the organization's revenue growth efforts by visiting conference exhibitors and consulting with SSE on sponsorship opportunities and similar corporate fundraising arrangements.
- Enhance the organization's public standing and awareness with external stakeholders.
- Ensure that the board's composition reflects the strategic needs of the organization.

Provide oversight

- Ensure that proper procedures and policies are in place for financial and legal oversight and to protect the non-profit standing of the organization. These are fiduciary responsibilities.
- Ensure that the organization's auditor and legal counsel are chosen by the Executive Board and that they provide their reports directly to the board through the president. The day-to-day operations of these consultants are managed by the SSE.
- Ensure that the organization has adequate risk management policies and plans in place that protect the Executive Board, volunteers, organization and staff.

- Monitor conflict of interest policy and disclosure process for board members, volunteers and SSE, and ensures a process whereby all conflicts can be easily reported and resolved.
- Adopt a confidentiality policy to protect proprietary and other information as appropriate.
- Ensure legal and ethical integrity and maintain accountability to all stakeholders.
- Support the SSE and assesses their performance regularly.

In addition to the above over-arching duties of all Executive Board members, the treasurer shall be responsible for monitoring the financial stability of the association, act as chair of the Finance Committee, support planning for future financial stability of the association and perform such other duties as may be assigned by the president.

Unique duties of the treasurer:

1. Serves as a voting member of the Executive Committee and the Executive Board.
2. Serves as secretary/treasurer of NAPNAP Partners for Vulnerable Youth.
3. Participates on the following standing committees and other committees or workgroups as appointed by the president:
 - Executive Committee.
 - Finance Committee.
 - Participates in the evaluation of the SSE of NAPNAP.
 - Awards selection panel for:
 - Loretta C. Ford Distinguished Fellow Award – awarded yearly.
4. Works closely with the SSE and director of finance to ensure the financial stability of the association. Tasks may include:
 - Monitor the assets, liabilities, revenue and expenses of the association to ensure consistency with annual budget.
 - Review and make recommendations to the Executive Committee with regards to new or significant budget revisions and proposals as requested by SSE.
 - Review and approve at least three months of bank statements and credit card statements of the board and SSE to ensure proper approvals and supporting documentation.
 - Present annual budget to the Finance Committee and Executive Board.
 - Present quarterly financial statements to the Executive Board.
 - Ensure that the annual audit is performed and results are presented to the Executive Board.
 - Present year-end financial results to the Executive Board and general membership at the annual business meeting.
 - Present annual audited statement outcome to the Executive Board.
 - Review and approve IRS Tax Form 990 along with the president and provide to Executive Board.
 - Review investment policy annually. If necessary, make recommendations to Finance Committee and Executive Board for changes.
 - Provide ongoing review the finance policies to ensure best practices.
 - As necessary and along with SSE and Executive Board members as designated, participate in the selection and evaluation of investment advisor and auditor, and make recommendations to Executive Board.
5. Conduct chapter treasurers' training annually at the national conference or via webinar.
6. Act as a resource to chapter treasurers.

7. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.

Note, the Executive Committee comprises the president, president-elect, immediate past president, secretary and treasurer. The Executive Committee meets as needed to act on behalf of the Executive Board to address time-sensitive issues.

Given the nature of the position, the estimated monthly time commitment is approximately 10-15 hours per month; some months may be busier than others. This includes conference calls with the director of finance, SSE, Executive Committee, Executive Board and/or various committees, as well as email and document review. NAPNAP covers all reasonable expenses related to the treasurer's pre-approved travel.