

**DERMATOLOGY NURSES' ASSOCIATION
POLICY/PROCEDURE**

Policy No. 2.10 (formerly 14.12)
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Original Date: 1/07
Revised: 1/09, 4/10
Reviewed: 4/09, 9/09

ROLE DESCRIPTION: TREASURER

PURPOSE AND OBJECTIVES:

To work closely with the National Office and the Executive Director regarding financial issues.

REQUIREMENTS AND SELECTION:

- A. Nurse member of the DNA; DNC or DCNP preferred.
- B. Ability to phrase concisely and have good listening skills.
- C. Background in leadership and fiscal management and/or service as a member on the Board of Directors within the past 5 years preferred.
- D. Membership on the DNA Finance Committee required if candidate has not been a member of the Board of Directors within the past 5 years.
- E. Elected by the membership for a term of two years.

DUTIES AND RESPONSIBILITIES:

- A. Supervises the direction of all financial affairs of DNA, including all financial transactions and the investment program. Recommends necessary changes in fiscal policy.
- B. Attends all Board of Directors' meetings, Annual Convention, and other meetings as requested.
- C. Coordinates the preparation of the annual budget, convention budget, and summer meeting budget, in conjunction with the President, President-Elect, and Executive Director.
- D. Reviews monthly financial reports and long-range financial planning and approves volunteer expenses and management firm invoices. Signs all official DNA checks.
- E. Prepares a financial report with the National Office for the Board Meetings.

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- F. Ensures that an annual audit is conducted by a certified CPA and communicated to the membership.
- G. Prepares and presents a report of the financial status of the association at the Board of Directors' meetings and at the Annual Business Meeting.
- H. Ensures that expense report forms are up to date.
- I. Visits the National Office between the time of election and convention prior to beginning term of office to orient to the new position.
- J. Serves as chair of the Finance Committee.

RESPONSIBILITIES OF THE MANAGEMENT FIRM:

- A. Assures proper day-to-day fiscal management of the Association according to policy and under the direction of the Treasurer.
- B. Issues payment for Association expenses according to policy.
- C. Prepares and distributes financial reports as requested.
- D. Oversees, assists, and facilitates all work of independent accountants and reports to the Treasurer.
- E. Maintains all checking accounts, as directed.
- F. Works with investment manager to assure optimal cash management and reports to the Treasurer.
- G. Assures adequate insurance coverage for the Association.