

**1.24 BOARD ROLE DESCRIPTION:  
Treasurer**

**Policy #: 1.24  
Original Policy Number: N/A  
Date Reviewed/Revised: 12-16, 7/2021, 3/2022  
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5-22**

**TITLE:** Treasurer

**REPORTS TO:** President

**DESCRIPTION:** Member of the Board for a two-year term, up to three terms if re-elected by the membership. All board terms start January 1<sup>st</sup>.

**PURPOSE:** To protect the financial assets, ensure the maintenance of accurate records of financial activities and compliance with federal, state, and local legal and reporting requirements. The Treasurer shall operate within the parameters of the articles of incorporation, fulfilling their governance responsibilities; complying with applicable laws and bylaws and being accountable for their own performance.

**RESPONSIBILITIES**

1. Attend 100% Board meetings unless excused by the President.
2. Serves as Treasurer of the International Association of Forensic Nurses, Inc. (IAFN) (501C6) and IAFN Foundation (Foundation) (501C3).
3. Acts as an approved signer on IAFN and Foundation checks in needed situations.
4. Approves all expenditures over the limit established in the IAFN and Foundation financial policies.
5. Oversee the development of the annual budget with the CEO and Finance Director for future approval by the Board.
6. Review the IAFN budget and year-to-date actuals quarterly and Foundation annually.
7. Review all financial reports and long-range financial planning.
8. Approve and monitor monies and investment programs.
9. Review audit statement.
10. In collaboration with the CEO and finance committee, make recommendation to the Board for an auditor.
11. Review financial policies biennially and as needed and make any recommended changes as needed.
12. Serve as Board Liaison to the Finance Committee.
13. Serve as Board Liaison to assigned committees.
  - a. Act as a liaison between the Board and Committee by representing the Board at their Committee meetings and represents the Committee at Board meetings.
  - b. Function in an advisory role and outside of the operational structure and process of the group(s).

- c. Communicate about committee activities regularly at Board meetings.
  - d. Attend committee meetings unless in conflict with priority Board responsibilities.
  - e. Advise concerning appropriate process regarding any governance issues.
  - f. Serve as a resource person to facilitate consistency with the mission, vision and strategic plan of the IAFN and Foundation.
  - g. Identify potential leaders.
14. Advise the Board of Directors and Committee Chairpersons of financial feasibility of projects.
  15. Carry out special assignments as requested by the Board and/or President.
  16. Stay alert to community and member concerns that may impact the association and shares them with the Board.
  17. Participate in long-range and short-range planning and review through the strategic planning process.
  18. Identify and disclose any potential conflicts of interest.

**TIME COMMITMENT:**

1. Approximately 2-5 hours a week, depending on activities.
2. Attend 12 board meetings held per year, 10 held virtually, 2 in-person.
3. Participate in four Finance Committee meetings per year via teleconference.
4. Other representative travel as deemed appropriate to meet or further the goals identified by the Board of Directors.
5. Board Liaison Committee work - 1-3 hours per month or as decided by the committee.
6. Participate in orientation for new Board members.
7. Attend local IAFN Chapter meetings as needed.
8. Other meetings as requested and/or approved by the President.

**QUALIFICATIONS:**

1. Previous financial management experience recommended.
2. Active IAFN service and commitment to organization.
3. Ability to manage many priorities at once.
4. Employer support to the extent that some business may be conducted during the work day.
5. Ability to listen well and provide a forum for productive dialogue, with contributions on all sides of an issue.
6. Ability to tackle difficult decisions with honesty and integrity. Enthusiasm for the job; sensitive to the role and needs of staff, and inspired to achieve the organization's full potential. A desire to be innovative.
7. Must be willing and able to devote the necessary time. Understand the need for accountability and responsiveness.
8. Ability to think globally.