

Arizona Nurses Association

Competencies, Roles and Responsibilities

AzNA Directors

Treasurer

SUMMARY:

Monitors the fiscal affairs of the association and ensures that all financial records and audits are in order. Serves on the Board of Directors and as a liaison to the Finance Committee.

Represents the best interests of the entire membership as it pertains to fiscal responsibility, the financial soundness of the association, and the prudent application of funds in keeping with the goals and objectives set by the Board of Directors.

Board of Directors Core Competencies: All members of the Board of Directors shall demonstrate the ability to:

1. Lead with a stewardship perspective and communication style that effectively and actively engages stakeholders in the work of the association.
2. Mentor current and future members to promote their professional growth and support effective leadership succession within the association.
3. Translate healthcare and professional trends into future-oriented, practical strategies to meet association goals and objectives.
4. Develop well-informed strategies that are sensitive to the various needs of multiple stakeholders and partners, reflect the strategic direction of the association and position the association for success.
5. Provide overall direction for the association to effectively manage existing resources and cultivate new resources.
6. Analyze the association's strategic direction and performance relative to achievement of goals/objectives and adjusts as needed.

Treasurer Competencies. The Treasurer shall demonstrate the following additional competencies with the ability to:

7. Analyze available data from a variety of sources to advise the board regarding the state of the association's financial position in relation to current and future strategic initiatives.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member:

1. Serves as a member of the Board of Directors to review and act upon all critical assistance requests from constituent members.

2. Ensures that the association maintains accurate financial records.
3. Reviews association expenditures and financial status on a monthly basis to ensure overall fiscal integrity.
4. Monitors the fiscal affairs of the association and reports to the board and membership.
5. Presents a financial update and responds to questions of a financial nature at the annual Membership Assembly.
6. In conjunction with staff, prepares and presents an annual budget to the Board of Directors for approval.
7. Submits the financial accounts of the association for an annual independent audit.
8. Serves as liaison to the Finance Committee.
9. Serves as the 3rd alternate representative to the ANA/AzNA Membership Assembly in the event the President, Vice President and Secretary cannot attend.
10. Represents the association as requested by the president.
11. Create yearly spending plan for all budget accounts.
12. Review association records of association spending and tracks it against spending plan.
13. Recommend reallocation of resources as organizational change occurs.
14. Regularly analyze budget data to identify trends and improve cost effectiveness of unit processes and practices
15. Gather and organize credible data to make a business case for changes and additional resources.

TERM OF OFFICE:

Elected by the Membership Assembly for a two-year term; may not serve more than two consecutive terms in the same office or more than eight consecutive years on the Board of Directors.

QUALIFICATIONS:

Must hold current individual membership in in the Arizona Nurses Association and American Nurses Association; may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with AzNA or ANA. Should have a strong knowledge base of financial matters of a non-profit organization.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- 2-3 days, three to four times a year for Board of Directors meetings and Committee on Planning and Budget meetings held in conjunction with the board meetings;
- 2-3 days for the Membership Assembly meeting, Committee on Planning and Budget meeting, and pre- and post-Board of Directors meetings;
- 2-4 hours per week on conference calls of the Board of Directors and/or committees;
- possibly 1-2 days quarterly in liaison meetings either with or for the AzNA President.