



Board of Directors Job Description

Treasurer

Eligibility: AAPPN Voting Members (Clinical and Retired Members)

Term: Two years, beginning January 1 after the election by AAPPN membership or by appointment.

Time Commitment: Approximately 2 hours per week, depending on activities.

Administrative Responsibilities:

- Serve as the fiscal representative, working with the Executive Director to:
 - Fulfill IRS and other legal financial filing obligations.
 - Coordinate investment strategies for the association.
 - Serve as the fiscal spokesperson for the association.

Attendance Responsibilities:

Occurrence:

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| • Board of Directors meetings (by Zoom) | 4-5 times/year |
| • Leadership Retreat | 1-2 times/year |
| • Spring Conference and other major events | 1-2 times/year |

Board Responsibilities:

- Serve as an ambassador for the association to membership and the professional community.
- Work with the President and Executive Director regarding fiscal activity, including:
 - Assisting the Executive Director in coordinating an annual budget.
 - Reviewing financial activity of the association.
 - Assisting the Board in understanding financial reports and fulfilling their fiduciary responsibilities.
 - Working with the Executive Director to coordinate investment strategies.
- Work with the President and Executive Director to communicate financial activities to the membership.
- Participate in Board of Directors meetings as a voting member, representing interests of membership as a whole.
- Display accountability toward visioning for the association, including participating in activity planning, budget planning, activity assessment, advocacy efforts, etc.

Committee and Project Team Responsibilities:

- Participate in committees and project teams as desired.