**SECTION XVI – POSITION DESCRIPTION – Treasurer**

1. **Treasurer**
   * 1. Qualifications
   1. Active member of IASN/NASN for at least five (5) years
   2. Meet criteria for Active membership throughout term of office
   3. Previous experience as a member of the IASN Board or active committee membership/supporting role.
   4. Previous experience as a Division treasurer recommended
   5. Ability to use computer for developing spread sheets/balance sheets recommended
   6. Working knowledge of or willingness to learn an accounting program
      1. Termof Office
   7. Elected to serve a term of two (2) years.
   8. May not serve more than two consecutive terms.
      1. Duties
2. Work with the Governance Coordinator.
3. Maintain and manage the Association’s monies
4. Maintain the financial records of the Association
5. Submit a financial report at each Board meeting, and at the Annual Meeting
6. Pay the Association’s expenditures upon receipt of vouchers within the confines of the approved budget.
7. File required IRS tax forms annually
8. Ex officio member of Finance Committee
9. Assist Finance Committee in drafting the budget annually
10. Make financial books available for auditing prior to the Annual Meeting
11. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.