

WSGNA
Leader Position
Treasurer

As a member of the Board of Directors, the treasurer works closely with the Board and SGNA headquarters staff in preparing and executing financial policy for the Regional Society. The treasurer serves a two-year term with election in the even year.

Eligibility:

- Must have been a voting member prior to nomination.
- Understanding of accounting practices desirable.
- Familiar with WSGNA bylaws.

Responsibilities and duties:

- Attendance is expected at all meetings of the Regional Society and all Regional Society board meetings.
- Serves as the financial representative/resource person for WSGNA.
- Assists in the direction of all financial affairs, and signs checks of the Regional Society, in accordance with Section 12.03 of the regional society's bylaws.
- Works with the Board of Directors in the development of an annual operating budget for the Regional Society.
- Monitors financial activity, investments, income and expenses on a monthly basis in conjunction with the Regional Society Board of Directors and Committees.
- Advises the Board of Directors regarding investments, reimbursements and the development of financial policy.
- Prepares and presents financial reports to the Board of Directors at each meeting and more often if requested.
- Prepares and presents financial report to the regional society membership at the annual/biannual membership business meeting.
- Categorizes Regional Society income and expenses to mirror/correlate with categories mandated by SGNA Headquarters.
- Prepares annual Income/Expense report and submits to SGNA Headquarters by requested deadline.
- To be bonded—the cost to be borne by WSGNA.
- Recommended that Treasurer attends the fall Leadership conference in Chicago.

Time Commitment:

May be as much as 4-8 hours every month, depending on the business of the Regional Society. Travel may be 6-14 or more days per year to Regional events, multi-regional event, and 4-6 business meetings. Timely responses to board of directors email communication.

General Leadership Characteristics:

- Committed to and enthusiastic about the mission statement, goals and strategic plan of the Regional Society.
- Demonstrates sound financial judgment.
- Inspires confidence and support among the leaders and motivates others to take constructive actions.
- Is fair, open-minded, and objective, and utilizes appropriate information and sound judgment to formulate board policy a make decisions.
- Organized and able to meet timelines.
- Communicates clearly, effectively, and positively with individuals.

Travel Required:

- Board of Directors Business meetings.
- Regional Educational Conferences.
- SGNA and Multi-Regional Conferences (optional).

Revisions/Reviews approved by WSGNA Board of Directors: 1/19/05, 11/1/08, 4/13/13, 1/21/17, 18July2018