



|                       |                           |
|-----------------------|---------------------------|
| <b>Position title</b> | <i>Treasurer</i>          |
| <b>Reports to</b>     | <i>Board of Directors</i> |

### **Job purpose**

- The Treasurer works collaboratively with the Board of Directors to focus on the core purposes of the Ohio Association of Advanced Practice Nurses (OAAPN) to achieve its long-term vision. Areas of focus include:
  - Supporting professional development
  - Participating in implementation and monitoring of legislation
  - Obtaining fair and equitable reimbursement for APRNs
  - Fostering collegial and collaborative relationships with other health care professionals
  - Promoting quality, affordable and accessible healthcare for all Ohioans.

### **Duties and responsibilities**

- Collaborate with the OAAPN Board of Directors to ensure that the budget, members and priorities are aligned with the long-term vision of the organization.
- Confer with finance committee quarterly to review financial status
- Cultivates a strong and transparent working relationship with the Board of Directors and ensures open communication amongst the members.
- Works with OAAPN staff on timely reporting to the Board of Directors. OAAPN staff handles all accounting duties and reports to the Treasurer.
- Serves as the committee chair for the Finance committee. This committee is charged with determine the budget each year and presenting the proposed budget to the Board of Directors for final approval.
- Serves as the committee chair for the Political Action Committee (PAC). This committee is charged with determining ways to increase the PAC fund and also determine the appropriate use of dispersing the funds.
- The Treasurer may also approve requested funds from committee chairs as determined through policies of the Board of Directors in advance.

### **Qualifications**

- Valid Registered Nursing license from the Ohio Board of Nursing
- Valid Certificate of Authority from the Ohio Board of Nursing
- OAAPN member in good standing
- A recommended minimum of one year on the OAAPN Board of Directors
- This position is a three year term
- Ability to communicate effectively with others
- Outstanding leadership skills
- Strong commitment to the professional development of the OAAPN Board of Directors and its members

### **Working conditions**

- The Treasurer will not receive any compensation for their services but may be reimbursed for expenses as determined through policies of the Board of Directors in advance.

- Expected to attend the Board of Directors meeting which occur three times per year.
- Will be required to sign and must agree to comply with the conflict of interest and confidentiality policies of the organization