

SOUTH DAKOTA ORGANIZATION OF NURSE EXECUTIVES (SDONE)
JOB DESCRIPTION
TREASURER

Qualifications:

The Treasurer shall be elected from the SDONE membership. The term served shall be a two-year term, rotating on odd years. The treasurer shall be a member of the Board and shall attend all Board meetings. The Treasurer shall be a member of the American Organization of Nurse Executives (AONE).

Goal:

Maintains all financial reports and bookkeeping for SDONE.

Duties and Responsibilities:

1. Handles the renewal process for all current SDONE members:
 - a. Responsible for renewal notices with clear indication of it being a renewal notice.
 - b. If new member is transferring from another Organization of Nurse Executives, the dues will be waived until the following January 1st.
 - c. Maintains a current membership list and submits it to the SDAHO office and Board members for circulation to the members at meetings.

2. The Treasurer approves all new member applications unless there is a question regarding applicant eligibility.
 - a. Reports new member applications received at each SDONE Board meeting.
 - b. Notifies all potential new members that their membership has been approved.
 - c. The Treasurer will send all new members:
 - (1) A current membership list
 - (2) A membership card
 - (3) AONE website link and SDONE website
 - (4) A letter of welcome
 - d. The Treasurer will notify District Chairperson, the SDONE President, and Public Relations Chair of new members.
 - e. Maintains a list of state SDONE and AONE members.

3. Pays all bills in a timely manner.
 - a. Pays all bills and notifies the Board at the next meeting
 - b. Bills unanticipated or unbudgeted over \$100 shall be reviewed by the Board prior to payment.

4. Prepares a current financial report for each Board meeting including a review of past balance, revenues and expenses incurred since the last Board meeting.

5. Reimburses Board members for their attendance at meetings as outlined in the annual budget, if requested.

7. Maintains a bonding insurance policy

8. Submits 990 form annually.
9. Arranges for two members of the Board to conduct an annual audit of the books.
10. Pays SDONE Board membership dues to AONE, if requested.
11. At the annual business meeting, provides a report to the membership, which includes:
 - a. A proposed operating budget (Fall meeting)
 - b. A current balance sheet
 - c. A financial report comparing budget to actual with explanation of variance.
 - d. Report of investments.

Reviewed: September 1989
January 2002

Revised: March 1992
September 1992
February 1993
September 1994
September 1995
September 1996
July 1997
April 2000
May 2005
July 2009
September 2012