

**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 for two consecutive years 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.
- To be bonded, the cost to be borne by WSGNA.

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 and 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)

Reimbursements:

- WSGNA reimburses expenses related to Board of Director meetings (including but not limited to mileage and accommodations based on half of double occupancy room rate).
- Registration fee to regional courses is waived
- Up to \$1000 per calendar year as an educational stipend to include registration, transportation/mileage, and hotel expenses for attendance at regional, multi-regional, and SGNA national conferences of member's choice.
- In the event that the SGNA annual course is chosen, monies may be distributed prior to the event.
- All monies not used to be kept in the treasury.
- Postage, copying/materials, phone

Revised: 1/19/05, 11/01/08

Revisions approved by WSGNA Board of Directors 11/1/08