



## **Roles and Responsibilities**

### **ANA-Michigan Board of Directors**

### **Treasurer**

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#### **SUMMARY:**

The Treasurer shall be accountable for the fiscal affairs of ANA-Michigan and shall provide reports and interpretation of ANA-Michigan financial condition, as may be requested to the Board of Directors, the Assembly and the membership. The Treasurer shall serve as a member of the Board of Directors and the Executive Committee.

#### **TERM OF OFFICE:**

The Treasurer is elected by the Members for a term of two years.

#### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of a board member:

1. The Treasurer shall be accountable for the fiscal affairs of ANA-Michigan.
2. Shall provide reports and interpretation of ANA-Michigan financial condition, as may be requested to the Board of Directors, the Assembly and the membership.
3. Serves as a member of the Executive Committee and Board of Directors.

#### **QUALIFICATIONS:**

Must be a current ANA-Michigan and ANA member in good standing. Have a current and unrestricted RN license to practice in the State of Michigan. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with ANA-Michigan, as determined by the Board of Directors. Must have basic knowledge of parliamentary procedures and have a familiarity with the ANA-MI Bylaws and other rules of the organization.

#### **TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day four to five times a year, for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
  - 1 day per year dedicated to strategic planning
- 2 days per year, for the ANA-Michigan Annual Conference & Membership Assembly Meeting
- 2-6 hours per month, on conference calls with the Board of Directors and/or committees; and
- Average 2-3 hours per week, reading materials and responding to emails from ANA and ANA-Michigan.

ANA-Michigan Board of Directors Approved November 4, 2022.