

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

Job purpose

- The Treasurer works collaboratively with the Board of Directors and the Executive Director to further organizational mission, vision, and strategic goals. Activities focused on goal achievement include:
 - Support leadership development and Board member engagement
 - Participate in the creation of APRN professional and clinical resources
 - Elevate the APRN voice through development, implementation, and monitoring of healthcare policy
 - Monitor and, when necessary, modify organizational activities to align with strategic goals
 - Support inclusive access to healthcare and improved outcomes for Ohioans

Duties and responsibilities

- Participate as an active member of the Executive Committee
- Collaborate with the Executive Committee and 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 regularly to review financial status on an ongoing basis
- 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 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 APRN license 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 as well as the state conference each year.
- Will be required to sign and must agree to comply with the conflict of interest and confidentiality policies of the organization

| | |
|-----------------------|---------------------------------|
| Approved by: | <i>OAAPN Board of Directors</i> |
| Date approved: | <i>May 20, 2023</i> |
| Reviewed: | <i>May 2023</i> |