



## Roles and Responsibilities

### ANA Board of Directors

#### Treasurer

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##### **SUMMARY**

The ANA Treasurer monitors the fiscal affairs of the Association and ensures that all financial records and audits are in order. And represents the best interests of the entire membership as it pertains to fiscal responsibility, the financial soundness of the Association, and the prudent application of funds in keeping with the goals and objectives set by the ANA Board of Directors.

##### **SPECIFIC ROLES**

##### ***Leadership Responsibilities as a Member of the ANA Board of Directors***

1. Ensures that the Association assesses the needs of its members and of the profession. With the board develops a strategic plan for the future of the Association. Represents and considers the needs of the membership at-large.
2. Acts diligently with reasonable skill and prudence. Exercises the corporate responsibility and fiduciary duties of the Association consistent with applicable provisions of law.
3. Supports and represents the actions and decisions of the board as a whole.
4. Acts in good judgment by not expressing an individual position on action taken by the board. Discussion of specific actions taken in Closed or Executive Business Session shall remain confidential, unless approved by the board.
5. Acts responsibly within the scope of the powers of the Association as defined by its charter and by statute.
6. Keeps informed on current issues, prevailing attitudes, and membership needs.
7. Promotes the implementation of processes to ensure the resiliency of ANA as an organization and to facilitate attainment of long-term strategic priorities by facilitating the allocation of resources; mitigating risk; being innovative, agile, and flexible; and supporting the implementation of robust systems.

8. Reviews and implements the Association's approved plans for funding its goals and programs through approval of the Association's annual budget.
9. Addresses the major issues facing the Association through the sharing of ideas and experiences and assigns the operational resolution to the Chief Executive Officer (CEO).
10. Establishes the membership of the American Nurses Foundation (Foundation) and appoints the Foundation Board of Trustees (Foundation BOT).
11. May be appointed to chair or serve on board committee (e.g., Committee on Appointments, Committee on Honorary Awards), or other special committees or task forces.
12. Upon request of the ANA President, may serve as an Association representative, communicating with Constituent and State Nurses Association (C/SNA) or Individual Member Division (IMD) headquarters in advance concerning a scheduled appearance.
13. Supports and defends policies, procedures, positions, and programs adopted by the ANA Board of Directors and ANA Membership Assembly.

***Organizational Responsibilities as a Member of the ANA Board of Directors***

1. Confers constituent membership on associations meeting qualifications established in the ANA Bylaws.
2. Develops guidelines for the creation and dissolution of multi-state nurses' associations and United States of America nurses' overseas associations.
3. Grants Organizational Affiliate (OA) status and establishes the fees.
4. Establishes policies and procedures for the transaction of business, coordination of the Association activities, operation and maintenance of a national headquarters, financial and budgetary matters, and nominations and elections.
5. Establishes standing and special committees of the board as deemed necessary for the performance of its duties and defines the purposes and authority of such committees.
6. Makes appointments and fills vacancies as delegated by the ANA Bylaws.
7. Appoints, defines the authority and responsibilities of, and annually reviews the performance of the CEO.

8. Participates in each regularly scheduled face-to-face and conference call meetings of the ANA Board of Directors including joint meetings with other entities; records individual vote on each motion in the Closed, Executive Business, and Open Business Session meetings of the ANA Board of Directors; participates in electronic votes of the board between board meetings. Prior to each board meeting, carefully reviews all background materials and reports to be acted upon by the board.
9. Participates in the ANA Membership Assembly meeting and special meetings as a voting representative of the board.
10. Demonstrates other responsibilities of stewardship as outlined in the ANA Bylaws.  
*(For additional details, refer to the ANA Bylaws, Article IV and the Board Operating Policies.)*

***Leadership Responsibilities for the Office of the ANA Treasurer***

1. Serves as a member of the ANA Board of Directors and the ANA Board of Directors Executive Committee, which has the full power of the ANA Board of Directors to transact business between board meetings.
2. Participates in joint planning sessions with the executive committees of the American Academy of Nursing (Academy), American Nurses Credentialing Center (ANCC), and the Foundation.
3. Chairs the Finance, Investment & Audit (FIA) Committee, which includes facilitating the Committee's oversight of the following:
  - budgeting and financial planning,
  - financial reporting,
  - accounting policies and documentation,
  - investment management,
  - independent audits,
  - annual financial statements,
  - internal control and risk management,
  - accounting,
  - retirement plans; and
  - reporting to the boards of directors/trustees of ANA, ANCC, Foundation, ANA Membership Assembly, and ANA members.
4. Serves on the American Nurses Service Corporation Board of Directors.
5. Represents the Association as requested by the ANA President.
6. Promotes communications and positive working relationships with ANA's subsidiaries.

***Organizational Responsibilities for the Office of the ANA Treasurer***

1. Ensures that the Association maintains accurate financial records and adheres to strong internal controls.
2. Reviews Association expenditures and financial status on a monthly basis to ensure overall fiscal integrity.
3. Ensures that regular financial reports are submitted to the ANA Board of Directors, the C/SNAs, and the IMD.
4. Presents an annual financial report to the ANA Membership Assembly and membership.
5. In conjunction with ANA staff and the FIA Committee, prepares and presents a proposed annual budget that supports the organization's strategic priorities to the ANA Board of Directors for consideration.
6. Ensures the financial accounts of the Association are submitted for an annual independent audit.
7. Participates in meetings of the presidents and treasurers of ANA, the Foundation, the Academy, and ANCC as necessary for planning and budgeting purposes.

#### **TERM OF OFFICE**

Elected by majority vote of the ANA Membership Assembly for a two-year term; may not serve more than two consecutive terms in the office of ANA Treasurer or more than eight consecutive years on the ANA Board of Directors.

#### **QUALIFICATIONS**

1. Current joint ANA-C/SNA membership or IMD membership;
2. Demonstrated prior active involvement or participation with ANA; ANA's C/SNAs; or the IMD;
3. Prior experience on a board;
4. Prior leadership or governance experience;
5. Familiarity with the ANA Bylaws and other Association policies;
6. Basic knowledge of parliamentary law and procedures;
7. Not concurrently serving as an officer or director of another organization, if such participation might result in a conflict of interest with ANA; and
8. Not concurrently employed by an organization if such employment might result in a conflict of interest with ANA.

#### **COMPETENCIES FOR SERVICE ON THE ANA BOARD OF DIRECTORS**

1. *Governance*: Demonstrated understanding of the difference between governance and management.

2. *Organizational Awareness and Commitment:* Demonstrated experience within ANA and with ANA's C/SNAs.
3. *Financial Acumen:* Ability to interpret financial statements and business cases.
4. *Strategic and Critical Thinking:* Demonstrated ability to analyze complex concepts, develop creative solutions, and/or evaluate decisions to enable the organization to achieve long-term objectives.
5. *Change Leadership:* Demonstrated ability to influence others and implement change.
6. *Diversity and Inclusion:* Values diversity and cultural dexterity with a strong commitment to creating an inclusive environment within ANA.

#### **ADDITIONAL COMPETENCIES FOR SERVICE AS THE ANA TREASURER**

1. Ability to comprehend a balance sheet and Profit & Loss statement.
2. Broad understanding of financial management principles.
3. Commitment to accuracy, timeliness, and transparency.
4. Ability to analyze and take risks.
5. Willingness to ask questions.

#### **TIME COMMITMENT**

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

1. 2-3 days, three to four times a year for ANA Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
2. 3-5 days per year for the ANA Membership Assembly meeting, and in conjunction, a FIA Committee meeting, and pre- and post-board meetings;
3. 3-5 days per year for ANA and joint strategic planning meetings;
4. average of 2-4 hours per quarter to chair the FIA Committee;
5. 2-4 hours per month on conference calls of the ANA Board of Directors and/or committees;
6. possibly 1-2 days quarterly in liaison meetings either with or for the ANA President;
7. average of 3-4 hours per week reading financial and other materials and board reports from ANA;
8. 6-14 days per year dependent upon service on other committees and boards; and
9. frequent air travel time.