



GSNA TREASURER POSITION DESCRIPTION

Treasurer

Term of service. The Treasurer shall be elected in even numbered years and serve two (2) years.

Eligibility requirements:

- * held membership in GSNA and SNA for at least two years immediately preceding nomination
- *Previous board experience having served as an affiliated district association elected officer; GSNA elected officer, committee chair or executive Board member.
- *Attended one state conference in the last three years
- *currently hold SNA certificate or SNS credential by SNA
- *regularly employed in an eligible field
- *must maintain membership in GSNA and SNA at time of nomination and election

Responsibilities. A person elected to this position shall perform the duties of this office and serve as required by GSNA bylaws and other association governing documents; A detailed list of duties will be provided by the GSNA Headquarters office.

Additional duties include but aren't limited to the following:

Supervises and monitors the funds, investments, and securities of the Association and Foundation

Submits a financial report at the Annual Conference and other times as requested

Monitors expenditures against the budget and notifies the appropriate persons of the status

Serves as a Trustee and Treasurer of the GSN Foundation during his term with all rights, privileges and powers of any other Trustee

Serves as third delegate to the SNA Delegate Assembly in odd years; Attends Annual Conference, Executive Committee, Executive Board & House of Delegates Meetings, and is a voting member of the Executive Committee, Executive Board, Foundation Trustee and House of Delegates

Reviews all expenditures regularly. These should be consistent with budget and approved board operating rules

Reviews travel requests within established operating rules.

Coordinates prompt payments with association staff

Prepares articles for Georgia Gems, as requested

Operates within approved budget.