

NANN Board of Directors Quick Facts Sheet: Secretary/Treasurer

| Purpose/Time Commitment | Responsibilities | Qualifications |
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| <p><u>Purpose:</u> Coordinates financial management of NANN to assure financial stability, oversees custody of organization's funds, and develops budget.</p> <p><u>Length of Term:</u> Two years. The newly elected Board member is expected to attend the Board meeting at the Annual Conference during the year of their election at their own expense. Two night hotel stay will be compensated.</p> <p><u>Hours per Month:</u> 2- 6 hours per month, special projects may require more time.</p> <p><u>Meetings per Year:</u></p> <ul style="list-style-type: none"> • The NANN Board meets in person at the NANN Annual Conference. Required travel expenses will be reimbursed by the ASSOCIATION. • Meetings of the Board of Directors shall be held a minimum of two times each year. • The time and place of additional meetings shall be determined by the Board of Directors. • Special meetings of the Board of Directors may be called by the President or by request of at least five members of the Board of Directors. <p><u>Annual Conference</u> During their two years of service, NANN will reimburse the Secretary/Treasurer for certain Annual Conference attendance expenses up to \$2,500.</p> | <ul style="list-style-type: none"> • Ensures that minutes of all meetings of the Board of Directors and of the ASSOCIATION are kept and filed as stipulated in bylaws and policy. • Participates in the development of the annual budget for review and approval by the Board of Directors. • Is a signatory along with the NANN President and Staff, on all ASSOCIATION financial accounts and assets. • Provides a statement of the financial condition of the ASSOCIATION at all regular meetings of the Board of Directors and at the annual meeting of the ASSOCIATION. • Annually arranges for a review and/or audit of the financial status of the ASSOCIATION. • Orients newly elected Secretary/Treasurer to the duties of the office. • Performs other duties as may be assigned by the Board. • Arranges for responsibilities to be carried out if unable to attend scheduled meetings. | <ul style="list-style-type: none"> • Must be a member in good standing in the ASSOCIATION and for at least three years prior to running for the Board of Directors. • Must be an RN/APRN. • Must meet all the criteria for Board Member at Large. • Must have served at least one term on the Board of Directors, as Chapter President, or Chairperson of a national committee. Activities with other professional associations may be included but NANN participation will be weighted. • Must be currently practicing in neonatal nursing in a role such as clinical care, education, research, administration, or consulting. Board members involved in job transitions will be allowed a 120-day grace period. • Must be experienced in organizational management (either volunteer or work-related). • Must possess experience in financial management (either volunteer or work-related). • Must have the ability to meet the obligations and time commitments of this position, to attend regularly scheduled meetings, conference calls, and to regularly check and respond to electronic messages. |