



CASN TREASURER

1. JOB DESCRIPTION

- A. Maintain active membership CASN/NASN unified
- B. Attend all CASN Executive and Full Board meetings
- C. Maintain financial stability of organization, including but not exclusively, assets for 6 months operation expenses plus annual conference budget
- D. Responsible for the safekeeping and accounting of all funds and disbursement of funds as directed by the Executive Board
- E. Serve as the treasurer and member of the annual School Nurse Conference Committee
- F. Other duties as assigned by President

2. ROLES AND RESPONSIBILITIES

- A. Submit annual draft budget in September. Budget is compiled from Executive Board and transition meeting strategic planning goals.
- B. Provide documents when school begins (August or September) for corporate tax filing.
- C. Reconcile checkbook and money market monthly. Send reconciliation report to President or Co-Treasurer
- D. Treasurer to have access to a PC for Quick Book program. Back up disc is provided to Co-Treasurer.
- E. Treasurer to have access to First Bank for deposits and withdrawals.

- F. Responsible for maintain current status of 501c tax status
- G. Collect W9 on all service providers paid more than \$600.00
- H. Send 1099 form by January 30 to all said providers
- I. Ensure Insurance Policy is updated annually. Outgoing Treasurer to ensure insurance contact information is up to date with current Treasurers and President.
- J. Maintain Treasurer files. Yellow folders should be packaged in a manila envelope at the end of the fiscal year, dated, and earmarked to be kept for an additional 5 years. Red folders are kept indefinitely. Miscellaneous folders can be kept at treasurer's discretion.
- K. Member of the By-Laws Committee
- L. Two-Year Term (Year One – Co-Treasurer, Year Two – Treasurer), June 1 – May 31

