Treasurer Overview

NSH's Board of Directors is comprised of the Officers and four Members At Large. The Board is a committee of the whole with its fiduciary responsibility belonging directly to The Society. The NSH Treasurer serves on the Executive Committee and is a corporate officer of the Society who provides financial oversight and interacts with the Society’s financial advisor in collaboration with the CEO.

Responsibilities

- Prepare for, attend, and actively participate in all Board of Director and Executive Committee meetings and web conferences.

- As a part of the Executive Committee, the Treasurer participates in the CEO’s Annual Review Process. The Annual Review is led by the President and conducted by the Executive Committee per the CEO’s employment contract.

- Abide by the Board’s Conflict of Interest and Code of Ethics

- Actively, professionally, and enthusiastically advocate, support, and enhance the mission and the public image of the Society and the profession of histotechnology.

- Professionally express one’s opinion during board discussions and debates, but then speak with one voice regarding final decisions by the Board.

- **In collaboration with the Board of Directors as a whole, The Treasurer is expected to:**
  - Decide matters of Society strategy, direction, and policy.
  - Determine the association’s public policy and government relations/regulatory positions.
  - Identify and address short- and long-term Society opportunities, threats, and issues.
  - Establish committees, task forces, and working groups.
  - Ensure adequate financial resources are available and allocated and manage those resources by providing effective financial governance and oversight.
  - Review and approve the annual budget, review investment information quarterly.
  - Oversee the association’s organizational governance structure.
  - Conduct an annual assessment of the Society’s volunteer resource talent, skills, expertise, and experience.
  - Perform the requirements as established within the Society’s Bylaws, state laws and regulations.

- The Treasurer must have access to a reliable computer and internet connection to review and approve accounts payable via Bill.com with the CEO twice monthly.

- The Treasurer chairs the Finance Committee which meets five times annually to review quarterly financial statements and approve the annual operating budget.

- The Treasurer will review and abide by NSH’s approved policies, which are in the NSH Governance Tab on The Block, the Society’s private online community.
Time Commitment

- Once elected, the Treasurer will serve a three-year term and is eligible to be re-elected for one additional term.

- The Treasurer should plan to spend an average of 1 - 2 hours per week. The time commitment will vary by the annual governance calendar.

- The Board will hold an average of five two-hour web conferences annually in addition to in-person meetings held during the NSH Annual Convention.

- During the NSH Annual Convention, The Treasurer is required to attend the following meetings: First Timer’s Reception, Board Meetings, General Sessions, Strategy Planning, Annual General Membership Meeting, and other meetings as required by the Board.

- Travel to the NSH Annual Convention is reimbursed at the following rate and is subject to change via the annual NSH Budgeting process. Receipts and a completed expense report must be submitted within 30 days of the annual meeting's conclusion to receive reimbursement as outlined below.
  - Non-refundable, advance purchase economy round trip per the annual budget caps
  - Half hotel room for 6 nights
  - Up to $75 for ground transportation (travel to your home airport is not covered)
  - Current per diem for 6 days

General Requirements

- Must be an active member for two (2) consecutive years immediately prior to election.

- Has experience and a general understanding of how to read financial and investment statements.

- Effective communicator, written and verbal; comfortable participating in complex discussions with colleagues.

- Holistic, strategic thinker and problem solver with the ability to add value to the creation of the Society’s mission, vision, and strategic direction of the association.

- Has full commitment from their employer which may include, but is not limited to, support for all time requirements.

- NSH Board work and correspondence take place via a private community on The Block and project management software, Asana. The Secretary must have access to email and the internet to access The Block and Asana.

- NSH uses Zoom for its committee meetings. It is free of charge to download the app. Please contact the CEO if you have questions on how to use the app.