

## 1. Responsibilities

As the Treasurer, you are responsible for the operational and administrative control of all funds and material assets of the state council or chapter. Additionally, your role as an officer is to help ensure member satisfaction and state council and chapter success.

The Treasurer should be familiar with basic accounting and management control standards. The Treasurer should also be familiar with the state council or chapter bylaws, procedures, policies, and officer position descriptions as well as the *ENA Bylaws*, *ENA Procedures (Compliance and Operational Procedures)*, *ENA Strategic Plan*, *ENA Public Policy*, and *ENA Policies*.

### State Council and Chapter Treasurer Responsibilities

Your responsibilities outlined below are in accordance with ENA Procedures (Compliance and Operational Procedures):

#### MANAGEMENT

- Maintain accurate financial records
- Provide a mechanism for the transfer of records (general and financial) upon the installation of a new Treasurer
- Plan annual budget proposal and budget narrative in partnership with the President and President-elect
- Maintain banking accounts and disbursement thereof
- Maintain an Employer Identification Number and file this number with the ENA (state councils and separately incorporated chapters only)
- Ensure all signature cards relating to banking and investment accounts are kept current
- Maintain appropriate documents for incorporation
  - » Since procedures vary among states, contact the Secretary of State's Office in your state to be sure your state council or separately incorporated chapter is in compliance
- Complete and file the annual *Form 990, 990EZ, or 990-N* directly with the Internal Revenue Service to maintain and ensure compliance with Not-For-Profit financial status as a 501(c)(3) organization
- Complete and file the annual Form 990-T if applicable with the Internal Revenue Service
- Complete and file the annual state versions of the 990 and 990-T with the appropriate state office
- Submit an annual Financial Report for officer and member review
- Prepare Financial Reports for scheduled state council or separately incorporated chapter meetings
- Perform all duties required of treasurer as outlined in state council or chapter procedures, parliamentary procedures, and common law

## FINANCIAL

- Pay bills and prepare periodic reports of such disbursements to the Board of Directors
- Prepare monthly bank reconciliations for review by the President or others per procedures adopted by the Board of Directors
- Prepare monthly or quarterly financial reports on expenditures and income. If necessary, provide an accounting of items not consistent with the approved budget
- Prepare periodic reports on the performance of investments
- Ensure that the bookkeeping and financial records required as a condition of grants received are kept in the manner specified in the grant contract or other guidelines

## COMPLIANCE

- Ensure required updates, documents, and/or reports are submitted to ENA National by their designated deadlines (budgets, tax filing receipts, etc.)
- Ensure appropriate annual forms are filed with the IRS and receipt notice is sent to ENA National
- Submit the state council's budget (final/board approved) with budget narrative to ENA National Headquarters by Jan. 31 each year
- Ensure the overall welfare of the state or chapter to remain in good standing with compliance requirements

## Outcomes

A Treasurer should provide assistance and plans to accomplish the following:

- Sustain and increase financial health of the organization
- Maintain good standing by meeting all finance-related compliance requirements
- Develop leaders and recruit volunteers and officers to create a strong leadership pipeline for after your term is complete

## Qualifications

Treasurers must meet and maintain the following qualifications:

- Current ENA membership
- Current registered nurse licensure
- Active participation at state and/or local level

## Term of Office

The Treasurer shall serve for a term of one calendar year, Jan. 1 through Dec. 31, unless otherwise stated in state council or chapter bylaws.

### \*TIP

*Don't be afraid to ask for help! Reach out to past Treasurers to learn from their experience. Past leaders are usually more than happy to share their advice or lessons learned. You should also consider if outside services of a professional accountant may be needed.*