

HESNI

Treasurer

PURPOSE/OBJECTIVE:

Responsible for the financial dealings of the society

LENGTH OF TERM:

One Year

NUMBER OF TERMS (ODD/EVEN):**HESNI BOARD DUTIES & RESPONSIBILITIES:**

- Attend and participate at HESNI Board meetings and events
- Member in good standing with HESNI (required)
- Member in good standing with ASHE (recommended)
- Act in a manner demonstrating ethical behavior
- Give financial reports at all Board meetings
- Collect and make records of all payments made to the society
- Pay all bills as approved by the board of directors
- Maintain bank accounts and financial records
- Prepare and file annual report for the State of Illinois

COMMITTEE DUTIES & RESPONSIBILITIES:

- This position manages no committee, however, the treasurer position serves on committees as assigned
- Give financial reports at all HESNI meetings
- Serve as member of the Executive Board
- Other duties may be added or changed as voted upon by the Board of Directors

OTHER:

Skills required:

- Dependability
- Organizations Skills
- Commitment and genuine interest in the organization