



DNA TREASURER

[Two-year term]

SUMMARY: In collaboration with the DNA staff, monitors the fiscal affairs of the association and ensures that all financial records and audits are in order. Serves on the Board and Executive Committee and reports finance activities of the Association. Represents the best interest of the entire membership as it pertains to fiscal responsibility, the financial soundness of the association and the prudent application of funds.

SPECIFIC RESPONSIBILITIES

The following responsibilities are in addition to those of a Board member.

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Chairs the ad-hoc finance committee.
3. Provides reports and interpretations of DNA's financial status on routine basis (at least quarterly) to ensure overall fiscal integrity.
4. Ensures that regular financial reports are submitted to the Board of Directors and presents an updated financial report at the General Membership Meetings.
5. In conjunction with staff prepares and presents an annual budget to the Board of Directors for approval.
6. Ensures that the financial accounts of the association are submitted for an independent audit as needed.
7. Actively seeks ways to improve the financial health of the Association.
8. Attends the general membership meetings, board meetings and special meetings as directed by the President.
9. Represents the association as requested by the President.
10. Evaluates position at completion of term.

TERM OF OFFICE

Elected by the members for a two-year term as Treasurer. No officer may serve more than a total of six consecutive years; an interval of two years must elapse before the individual is eligible to be nominated again for an office.

QUALIFICATIONS

Must be a Full Member of DNA and may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with DNA. Must have basic knowledge of parliamentary procedures and have familiarity with the DNA Bylaws and other rules of the organization.

TIME COMMITMENT

The following is an estimate of time spent in fulfilling the duties of this office:

1. Attends DNA Membership Meetings at the Fall and Spring Conferences.
2. Attends DNA Board Meetings as called by President with a minimum of four meetings a year.
3. Attends Executive Committee Meetings as needed.