



## **BOARD OF DIRECTORS**

### **SECRETARY/TREASURER POSITION DESCRIPTION**

#### **Term:**

The Secretary/Treasurer shall be elected in even numbered years for a two-year term. Voting for the office of Secretary/Treasurer is open to all members eligible to vote.

#### **Eligibility Requirements:**

In accordance with the SNA bylaws, potential candidates must meet the following eligibility requirements before being forwarded to the Leadership Development Committee for further consideration of their leadership experience and competencies:

- Be a member in good standing;
- Have an SNA certificate or be SNA credentialed;
- Have demonstrated leadership experience by serving on the executive board or board of directors a chartered affiliate or by serving board on a national committee or task force;
- Be regularly employed (a minimum of 130 days during the prior twelve months) in an eligible field;
- Maintain membership at the time of nomination and election. If a change in professional status occurs, a director may complete the term of office provided one year of the term has been completed;
- Have a working knowledge of finance and budgeting,

#### **Responsibilities as Outlined in the Bylaws:**

- “Ensure the accurate recording of the minutes of the delegate assembly, the board, the executive committee and the finance committee;
- Serve as chair of the finance committee and the resolutions and bylaws committee;
- Monitor the association funds, investments and securities and give an audited financial report annually to the delegate assembly; submit an annual budget to the board;
- Performs other duties incident to the office of secretary/treasurer as assigned by the president, the board or the association governing documents.”

**Other Responsibilities:**

- Reviews the Board *Policy Manual* and the *Procedures Manual* after changes adopted by the Board of Directors.
- Assists the President and President-elect as needed in representing SNA at state conferences, allied organization meetings, etc.

**Responsibilities of Members of the Board of Directors:**

All members of the Board of Directors are responsible for the strategic direction and oversight of the association's affairs:

- Develop and oversee implementation of the SNA Strategic Plan and the annual Plan of Action; monitor accomplishments annually against goals and strategies.
- Select, appoint and evaluate the Chief Executive Officer.
- Moderate mega issue discussions at board meetings, as requested.
- Represent the Board with allied organizations, chartered state affiliates, at meetings, conferences and hearings, etc., as requested.
- Perform all duties usually entrusted to officers and directors of the corporation.
- Comply with Board member fiduciary obligations of care, loyalty and obedience;
- Encourage members to consider SNA committee appointments and make recommendations to the President-elect.
- Encourage members to consider the path to national leadership opportunities and make recommendations to the Leadership Development Committee on potential candidates for elected positions on the Board of Directors and the Leadership Development Committee.
- Promote the benefits of SNA membership.