

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: Treasurer

SUMMARY OF DUTIES: Responsible for the supervision of all financial affairs of the Washington State Healthcare Human Resources Association in accordance with the authorization of the Board of Directors.

SPECIFIC RESPONSIBILITIES:

1. Attend Board and Business meetings as a full voting member of the Board.
2. Complete and report to the Board at each Board meeting WSHHRA's current financial status. Each report is to include, at a minimum, budget and net worth reports.
3. Keep the Board informed of pertinent financial information about WSHHRA, including but not limited to, investment reports and conference profit/loss statements.
4. Track and account for all conference registrations and vendor payments for conferences.
5. Complete and report to the Membership pertinent financial information, after reviewing it with the Board.
6. Develop and monitor the annual WSHHRA budget.
7. Deposit funds into the WSHHRA checking, savings, and investment accounts and manage cash flow.
8. Maintain complete financial records of all financial transactions and transfer to the Treasurer at the end of term.
9. Pay all bills on a timely basis to preserve the WSHHRA credit history and reputation. Ensure completions of annual taxes, state incorporation requirements, and insurance.
10. Invest WSHHRA's funds in federally insured investments in partnership with the Board, assuring that WSHHRA's funds are sufficiently liquid to cover operating costs. Board approval shall be sought before investing funds.
11. Serve as a Board Member of WSHHRA and represent the needs of the membership and the goals of WSHHRA to the best of one's ability.
12. In the absence of the board member, the board member will arrange for coverage at the board meeting.

effective 3/1997

revised 2/2012

Revised 1/2020