

American Association of Critical Care Nurses  
Greater Cincinnati Chapter

**Position Description: Treasurer Elect**

**Term of Office:**

The Treasurer Elect is a one (1) year elected position beginning July 1 in the year of the election and ending June 30 of the following year. Upon completion of this term, the Treasurer Elect will assume the office of the Treasurer.

**Position Description:**

The Treasurer Elect will become familiar with the duties of the Treasurer. In the absence or inability of the Treasurer to act, the Treasurer Elect will have the powers of and be to all of the restrictions of the Treasurer.

**Responsibilities:**

The Treasurer Elect will:

1. Participate annually in the development/review of chapter strategic plan.
2. Attend business and special meetings of the chapter.
3. Attend Board Meetings.
4. If absence is anticipated, the Treasurer Elect will notify the President prior to the Board Meeting and provide an update of any projects currently being worked on.
5. Assist the Board in the preparation of the operating budget for the next fiscal year.
6. Beginning with the start of the term of office, become familiar with the duties of the Treasurer, including the preparation of monthly, quarterly, and annual reports.
7. Facilitate the annual audit of financial records from the previous year.

**Approximate Time Requirement:**

4-5 hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved: 6/94

Updated: 5/97, 6/2000, 4/2005, 8/2007