



RUM RIVER CHAPTER AACN

Job Description

Title: TREASURER-ELECT

One year position – ELECTED OFFICE

Responsibilities:

1. Become familiar with the duties of the Treasurer and succeed to the Treasurer at the expiration of the Treasurer's term of office.
2. Serve as the Treasurer of the Chapter, performing the duties of the Treasurer in the Treasurer's absence.
3. Prepare for the role of Treasurer:
 - a. Serve as an ex-officio member of all standing committees
 - b. Attend committee meetings, as necessary, to learn the activities and functioning of the chapter.
4. Assist the President-Elect, President, Past President and Treasurer in preparing a proposed budget for the next fiscal year.
5. Attend all Board meetings as voting officer

Revised/Reviewed: 8/2010

Board Approved: 8/2010