

**Northeast Pediatric Cardiology Nurses Association  
P.O.Box 261 Brookline, MA 02446**

**Role and Responsibility of the Treasurer**

**ROLE**

1. To maintain all financial records and matters pertaining to the Northeast Pediatric Cardiology Nurses Association. The Treasurer will hold membership on the Board of Directors and the Program Committee.

**RESPONSIBILITIES OF THE TREASURER**

1. To maintain a bank account in the name of Northeast Pediatric Cardiology Nurses Association.
  - a. Keep the checkbook current.
  - b. Make timely bank deposits.
  - c. Pay all bills submitted (with receipts) in full within one week of receiving bills.
2. To prepare a Treasurer's report to be published in the Fall Edition of the NEWSLETTER and presented at the annual Meeting...
3. To assist the Program Chairperson in the preparation of the program Budget and completion of the post program final budget report.
4. To review and revise as necessary the financial report forms of the organization
5. To review and co-sign with the President of NPCNA Cosponsored Program Agreements.
  - 5a. To review with the President any contracts pending approval including hotel and conference related contracts.
6. To attend the Annual Meeting and assist the Registrar during registration.
7. To Chair the Bylaws Committee to periodically review the Association's Bylaws. Present recommendations to the Board of Directors for Bylaws revision

**Revised January 2004: JE, DM, MM, MLM**