



APND TREASURER

JOB DESCRIPTION

APND MONIES:

1. To manage all disbursements and accruals of funds.
2. To maintain an ongoing, up-to-date record of income and expenses for each APND area.
 - a. All bills submitted by board members are to be paid within 14 days.
3. To report on the financial status of APND at each Board meeting and at the Annual Business Meeting.
4. To prepare a written financial report to be posted on the APND members website.
5. To arrange for annual audit of financial records after July 1st of the fiscal year.

MEMBERSHIP:

1. To collect dues and issue membership cards.
2. To maintain an up-to-date membership list and email contacts list.
3. To route updated membership listing to all Board members periodically.
4. To prepare updated membership list for all meetings and to have ready for review at Annual Business meeting.

ANNUAL CONVENTION DUTIES:

1. To organize for collection of dues for upcoming year according to the schedule selected by the APND board at the Annual Convention and distribute membership cards.

OTHER:

1. To assume additional duties as assigned by the APND President.

Revised: 2/2004

Revised 1/2008

Revised: 8/2013