



Nursing Students' Association of New York State

Website: www.nsanys.org ♦ Instagram: NSANYS

The Treasurer shall:

1. Serve as chairperson of the Finance Committee.
2. Act as guardian of the association's funds.
3. Prepare an annual budget and present it for approval by the Board of Directors.
4. Handle finances of merchandise on the NSANYS store website.
5. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
6. Arrange with the previous treasurer an official audit or review.
7. Submit, at minimum, names of two Certified Public Accountants to assist with the financial workings of NSANYS. This is to be completed at the first transition meeting " by the outgoing treasurer. After receiving Board of Director approval, the Treasurer shall select a Certified Public Accountant from the provided options.
8. Secure and maintain throughout the term of office Employer Dishonesty Bond insurance through accredited New York State Insurance Incorporation in the minimum amount of fifty thousand dollars (\$50,000.00). Proof of insurance will be provided to all Board members along with a copy of the contract. The original copy should be maintained by the President during their term of office and will be submitted to the Secretary along with all other documents at the end of the term in accordance with Article IV, Section 9.c.1 of these bylaws.
9. Establish and secure all banking accounts and ensure that all accounts under the corporation name of NSANYS have a minimum of two signatures with the allowance of attached credit cards, but no debit cards.
10. See that a detailed annual financial report (i.e., previous year and year-to-date) be prepared and presented in writing to all constituent associations at the annual House of Delegates meeting.
11. Make no attempt, nor permit any person or any elected Officer or Director from engaging in any attempt or activity to bypass financial safeguards established in bylaws. This includes, but is not limited to, personal use of credit cards, ATM cards, and personal loans.
12. Apply for the Robert V. Piemonte Financial Excellence Award from NSNA annually.
13. Be responsible for providing an annual committee report at the annual House of Delegates meeting.
14. Perform all other duties as assigned.