



Pediatric Endocrinology Nursing Society
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Advancing the art and science of pediatric endocrinology nursing.

www.pens.org

Treasurer Position Information

The Treasurer shall manage the finances of the Society, in collaboration with Board.

Primary Functions

The PENS Treasurer serves as a member of the Board of Directors. Within the limits of the bylaws, the Treasurer's primary functions are as follows:

- Participates in Board conference calls and meetings.
- Monitors the financial status and reports on the budget to the President and Board.
- Actively participates at all meetings regarding the Society's financial business.
- In conjunction with the Executive Director, develops and presents an annual budget to the Board.
- Works closely with the PENS Financial Adviser to make recommendations to the Board for managing investment accounts.
- Reports to the membership on the financial status of the Society at the annual business meeting.
- Considers the financial requirements of basic policies and programs when developing the budget.
- Authorizes Society expenditures over \$5000.
- Accepts responsibilities and assignments as delegated by the President.
- Participates in the development and implementation of the strategic plan.
- Contributes articles to newsletter as required.

Meetings

The Board meets via conference calls up to five times per year and twice in person (at the annual conference in the spring and at the Executive Office in the fall).

Term

The Treasurer will serve a two year term. Terms of office shall be staggered. The Secretary and one Director shall be elected in even years, and the Treasurer and one Director shall be elected in odd years.

Conference Concessions

The Treasurer shall receive complimentary registration to the annual conference during the years served on the Board of Directors. Airfare for the conference is paid for by PENS up to \$500. Hotel stays during the conference are paid for by PENS.