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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Treasurer | No. | Page 1 of 2 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Definitions:**

**Biennial General Meeting (BGM):** The BGM is the meeting of the general membership to conduct the business on behalf of the corporation. The BMG is held in conjunction with the biennial conference.

**Hurwit:** Hurwit and Associates, Legal Counsel for Philanthropy and the Nonprofit Sector, are the representatives in the United States of America for the International Collaboration of PeriAnaesthesia Nurses, Incorporated (ICPAN, Inc.)

**Internal Revenue Service** (**IRS):** The IRS is the United States of America government agency responsible for tax collection and law enforcement.

**Purpose:**

To oversee the financial administration of ICPAN, Inc.

**Responsibilities:**

* Attend Board meetings (online)
* Prepare and present treasurer report monthly to the Board including reconciliation each month of each account with the relevant bank statement in respect of the preceding month.
* Draft and Present Annual budget to the Board
* File Bank Statements online
* Sign negotiable instruments on behalf of ICPAN, Inc.
* Bookkeeping
* Create Budget
* Keep General Ledger
* Maintain reporting instruments
* Check Accounts for accuracy and fraudulent activity
* Make bank deposits and payments on behalf of ICPAN, Inc.
* Issue invoices and receipts, and reconcile payments.
* Liaise with Hurwit and Auditor
* Preparation of the Statements to be submitted pursuant to 501C and IRS.
* Prepare and sign annual tax return Form 990
* Present Financial Statement to members at the BGM
* Recommend the auditor or financial reader to the members at the BGM
* Maintain Directors and Officers Liability Insurance
* Assumes other duties as advised or directed

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**Notes for Treasurer in a 501C-3 Company:**

**Treasurer’s Liabilities**

As a charity treasurer, you may be held personally liable for the damage done by fraud perpetrated by others if the IRS deems you and your board did not perform your fiduciary responsibility to exercise reasonable care over the organization’s finances. ICPAN carries directors’ and officers’ insurance, which provides some protection in the event the organization’s principals are sued.

**501(c)(3) Organizations**

ICPAN has Internal Revenue Service recognition and federal tax-exempt status. This means that unlike other nonprofits, such as trade associations, the organization’s donors receive a tax deduction when they make a contribution. Discuss adding in the United States of America

**Term of Office:**

* Elected for a two (2) year term of office
* May be re-elected and serve two (2) consecutive terms – to be discussed