

Position Description
Local Unit Treasurer

Position Title

Treasurer
ONA local unit

General Summary

Maintains all financial records of the unit and provides a written report at all regular meetings of the unit.

Accountability

Reports to the chairperson.

General Responsibilities

- A. Deposits all receipts in the name of the unit.
- B. Pays all obligations of the unit that are authorized by the membership.
- C. Keeps an itemized account of all receipts and disbursements.
- D. Maintains all financial records of the unit and provides a written report at all regular meetings of the unit.
- E. Makes all records available for inspection by persons authorized by the membership.

Qualifications

- 1. Registered nurse, member of ONA and the local unit association.
- 2. Possesses good mathematical and record keeping skills.
- 3. Election into office for the terms designated in the local unit bylaws.
- 4. May require being bonded as noted in some local unit bylaws.