



## Role Overview: Treasurer

*Updated: January 2025*

### CONL Overview

The [Colorado Organization of Nurse Leaders](#) (CONL) is an affiliate of the [American Organization of Nurse Leaders](#) (AONL). CONL is focused on being the voice of nursing leadership in the state of Colorado. Preparing for this role, review the [CONL Mission, Vision, Values and Purpose](#) and [current bylaws](#).

### Role Requirements

- Term: three years - two consecutive term limit
  - Third year is focused on mentorship of Treasurer Elect of Legislative Affairs
- Memberships: Current/active memberships of CONL and AONL

### Role Duties

- Serve as an Officer of the Board
- Develop and adhere to CONL financial policies, procedures, and guidelines
- Maintain direct communication with contracted Accountant
- Maintain/use the designated CONL email account for all official correspondences
- Provide oversight and leadership of CONL bank accounts
- Monthly and Annual Requirements
  - 10th of each month:
    - Provide Accountant with monthly bank and PayPal statements
    - Issue payments to contracted employees by the 10th of each month
  - Monthly P&L, Balance Sheet, and Actual vs Budget report to the board
  - Annually
    - April: Complete tax submission in conjunction with contracted Accountant
    - August: Submit organizational report to Colorado Department of State maintaining 503(c) status
    - 4th Quarter: In collaboration with the President, prepare an annual budget and business plan to be approved by the board - send approved budget to Accountant
- Obtain W-9 forms from any contractor/speaker paid \$600 or more in a fiscal year
  - Obtain prior to payment
  - Submit to accountant
- Participate in one of the standing committees:

- Legislative Affairs
- Membership Engagement
- Conference and Network Event Planning
- In partnership with the President, verify annual submission of the [Business Organizations](#) and [Charities Program](#) filings with the [CO Security of State Office](#)

### **Board Duties**

- Make all decisions necessary to carry on the business of CONL
- Establish administrative policies governing the affairs of CONL
- Report the business transactions to the CONL membership quarterly
- Ensure annual auditing of the books of account
- Establish all standing committees and all other special committees, approving committee chairs
- Serve as chairperson or liaison of standing committees
- Review proposed amendments to the bylaws prior to presentation to the CONL membership
- Review and approve educational programs
- Attend seventy-five percent (75%) of board meetings
- Develop, support and promote CONL goals and objectives
- Promote and develop collegial relationships through networking and sharing of information among district members
- Directors and officers are fiscally accountable for the management of CONL resources
- Participate in orientation of new board members as assigned