

Standard Work: Wisconsin IAFN Board of Directors
Treasurer

	<u>Responsibilities</u>
1	Act as the overall fiscal agent of the Wisconsin Chapter of the IAFN
2	Maintain a balanced checking account
3	Oversee and report on any financial aspects of additional funding, such as grants, if applicable.
4	Act as an approved signer on IAFN financial documents
5	Oversee the development of the annual budget with the President for future approval by the Board.
6	Review the budget and year-to-date actuals quarterly and report out to Chapter members.
7	Review all financial reports and long-range financial planning.
8	Advise the Board of Directors and Committee Chairpersons of financial feasibility of projects.
9	Complete financial Bank Form annually and submit to the IAFN by March 1
10	Complete the Chapter Financial Form and submit to the IAFN by March 1 when bank and/or signers have changed
11	Submit prior December's year-end bank statement with year-end balance, (along with the Chapter Financial Form) to the IAFN by March 1
12	Complete and file the IAFN Chapter E-990 form annually by May 15
13	Submit a new Bank Signature Card to the IAFN as soon as possible when changes occur.
14	Attend Board of Directors Meetings and WI-IAFN Quarterly Meetings, in-person or conference call
15	Maintain active membership through the IAFN and the WI-IAFN

Reference Link: <http://www.forensicnurses.org/?page=ChapterRenewal>

Reference Document: *IAFN WI Chapter Bylaws- 2016*