



Treasurer Position Description

Mission

The mission of the Oncology Nursing Society is to promote excellence in oncology nursing and quality cancer care.

Vision

The vision of the Oncology Nursing Society is to lead the transformation of cancer care.

Values

Integrity—Innovation—Stewardship—Advocacy—Excellence—Inclusiveness

Qualifications

1. Has been a voting ONS member for no less than five years immediately prior to assuming office
2. Demonstrates:
 - a. Ability to articulate the vision, mission, values, positions, activities and priority concerns of the ONS
 - b. Involvement in oncology nursing consistent with the vision and mission of the ONS
 - c. Knowledge of current issues and trends in nursing practice, education, research, healthcare administration, or health policy related to oncology nursing care
 - d. Effective leadership within ONS or other appropriate organization
 - e. Organizational and strong collaborative skills
3. Possesses strategic planning skills to enable ONS to maximize its' diverse membership needs and measurably impact cancer care
4. Shows knowledge and skill in financial management. Requirement for Treasurer, President-Elect, and President

5. Projects a dynamic image of nursing
6. Communicates effectively orally, in writing and electronically
7. Conducts self in a professional and ethical manner
8. Shows evidence of the ability to effectively conduct meetings and facilitate group process through previous leadership within ONS or any other appropriate organization
9. Negotiates work absences with employer to fulfill the obligations of the position

ONS Board Member Responsibilities

1. Attends/participates in:
 - a. Seven to eight Board conference calls (usually scheduled every month, for 1-3 hours)
 - b. Four regularly scheduled, face-to-face Board meetings per year plus a Board meeting at Congress
 - c. Annual Business meeting. Performs special assignments at Congress & IOL as needed
 - d. Mentorship/Leadership Weekend for ONS chapter and national leaders
 - e. Attends other conferences and meeting of nursing or cancer care communities on behalf of ONS as assigned by the President as requested and able
2. Contributes to the development of the strategic planning, monitoring, and priority setting for ONS
3. Exercises fiduciary responsibility, actively participating in the ONS budget process (budget development, review, and evaluation of expenditures, revenue, and investments)
4. Hires, negotiates contract for, and conducts annual performance appraisal of the Chief Executive Officer.
5. Participates in the assessment of ONS staffing needs, approves staff compensation ranges and benefits, and participates in the development of ONS volunteer policies

6. Fosters active visionary thinking, membership input, trend analysis and identification of strategic issues, systematic planning, prioritization and evaluation that leads to the transformation of cancer care
7. Acts as a role model for ONS members by articulating and upholding ONS mission, vision, and values and serves as a voice for ONS when requested
8. Keeps abreast of ONS activities and reviews all materials for Board discussion prior to meetings and conference calls
9. Assists and monitors the development and implementation of mechanisms to track ONS Board activities and time commitments and develops/revises Board position descriptions, including role expectations, and commitments
10. Acts as a voice for the Society through effective communication, dialogue and deliberation with members of the Board, general members, external groups, and members of the general public around issues that promote the Society's vision, mission and strategic plan
11. Collaborates with other Board members in the defining, developing and/or revising ONS' position statements and background documents on significant issues
12. Facilitates ONS cultural competence, creating opportunities for inclusiveness and recruitment and retention of a culturally diverse membership and leadership
13. Identifies issues and strategically advocates for the oncology professional and patients with cancer through legislative, educational, financial and grass-roots efforts
14. Models and actively promotes ethical decision-making and practices of the Society
15. Participates in creating collaboration and mutual goal attainment among the Oncology Nursing Society (ONS); Oncology Nursing Certification Corporation; ONSEdge; and ONS Foundation
16. Promotes and facilitates strategic collaborative relationships with key external organizations and represents ONS at various national and international nursing, cancer, and healthcare-related organizational meetings

17. May serve as Board liaison to the ONCC, ONSEdge, ONS Foundation, and/or may serve as liaison to another organization (e.g., American Cancer Society, American College of Surgeons), as determined by the President and CEO
18. Completes assignments in a timely manner

Evaluation Criteria

1. Participates in annual Board appraisal and post meeting evaluations
2. Completes annual self evaluation related to board work and effectiveness.

Role Specific

1. Oversees, in partnership with the Chief Financial Officer(CFO), the Board of Directors' financial processes, including providing the Board of Directors with monthly Treasurer Reports, based on financial information provided by the CFO
2. Schedules and chairs the budget review components of Board of Directors meeting(s) and the Board of Directors budget
3. Collaborates with the CEO, COO, and CFO on the budget proposal for the upcoming fiscal year
4. Makes recommendations concerning revenues and screening expenditures in order to meet budget parameters approved by the Board; submitting adjustments to the Board for approval
5. Manages the ONS investments along with the Board of Directors, the Chief Executive Officer, financial advisors, and the Chief Financial Officer to attain targeted return at acceptable risk
6. Serves as the ONS representative to the Audit Committee and collaborates with Chief Financial Officer to understand the annual audit and IRS reports
7. Serves as Chairperson of the Compensation Committee at a minimum of one meeting/year as well as conference calls as needed

- 8. Responsible for providing guidance to the Board of Directors and project teams regarding fiscal matters
- 9. Fulfills all other required functions of the Treasurer.

Position Term

Three years

Time Commitment

TIME COMMITMENT WILL INCLUDE WEEKDAYS AND WEEKENDS AND MAY INCLUDE HOLIDAYS

Approximate breakdown of time spent:

Activity	Average	Range
Board Meetings (included in Board Activity time above)	20 days/year	5 meetings, approximately 4 days each, including weekends
Board Conference Calls (included in Board Activity time above)	14 hours/year	7 calls, approximately 2 hours each

Each Board member’s workload/time commitment varies from one another and from year to year depending on additional assignments and personal work patterns. These assignments include, but are not limited to: liaisons to other groups within ONS, task forces, and Capitol Hill visits.

Each Board member is responsible for keeping abreast of ONS activities and reviewing all materials for Board discussion prior to meetings and conference calls

The ONS Board invites interested candidates to contact them personally to better understand these commitments on a more individual level.

Revised 5/02; 2/03; 6/03; 3/04; 8/05; 9/05;8/07; 09/08