

## 2025 Open Board Positions

ANAC is governed by a Board of Directors consisting of four officers (President, President-elect, Secretary and Treasurer) and six Directors-at-Large. The Board is responsible and accountable to the membership of the organization.

### President- Elect

(Two-year term: November 2025-November 2027, followed by 2 years as President November 2027-November 2029).

The President-elect assists the President, using the term of office to plan for the time when he or she assumes the Presidency. The President-elect assumes the duties of the President in his/her absence. The role of President-elect is critical in assuring smooth transition and continuity in Association operations. The President-elect will also be co-chair of the Conference Committee.

### Treasurer

(Three year term: November 2025-November 2028)

The Treasurer is responsible for evaluating the financial health and financial growth of the organization. In this role, the Treasurer collaborates with the Executive Director who manages the day-to-day financial operations of the organization. As Chair of the Finance Committee, the Treasurer reviews and recommends to the Board and the membership an annual operating budget. Specifically, the Treasurer leads the Finance Committee to:

- Oversees financial operations, ensures accurate records are maintained, recommends fiscal policies and procedures, and maintains oversight of all ANAC accounts.
- Reviews the quarterly financial reports and queries the Executive Director regarding any expenditure that appears over budget, or unusual, to be sure budget projections are reasonable.
- Reviews the audit to determine changes that may need Board action, such as cash reserves contributions/decisions.
- Reviews the ANAC investment policy to determine, annually, whether the current policy fits with ANAC goals.
- Reviews the assets quarterly to track the relationship between the investment policy and the overall return on investments, recommending changes to the Board.
- Holds Finance Committee meetings especially around financial policy issues or recommendations that need to go to the Board.
- Prepares and presents/publishes an annual financial report for the Annual Business Meeting.
- Reviews the annual budget prepared by the Executive Director and provides feedback prior to Board approval.
- Collaborates with the Executive Director to evaluate the financial health and growth of the organization to include new opportunities and future directions.
- Reviews the report of the auditor.
- Signs/co-sign checks or approves transactions via bill.com for the efficient day to day operations of the central office in the absence of the ED.
- Approves all expenses over \$5,000 thru bill.com.
- Approves all reimbursements for Executive Director expenses thru bill.com
- In the event the Treasurer, Executive Director, and President are unavailable, the President-Elect will assume the responsibility of signing checks or approving transactions via bill.com.