

Treasurer

A: Function of the Position

- Maintaining the financial records of the region

B: Responsibilities

- Serves as a member of the Executive Committee
- Prepares annual budgets in consultation with the Executive Committee
- Maintains the financial records of the region
- Processes accounts payable and receivable activity
- Develops, implements and maintains written fiscal policy as approved by the Regional Executive Committee
- Reports the status of regional accounts to the membership at the Regional Business Meeting during the National Annual Meeting, at the Annual Regional Meeting, and at such other times as the Chair may direct
- Provides the Chair with information and documentation required for reports to the National Office
- Serves on the Program Committee for annual regional meeting registration and sponsorship activities
- Coordinates with the Sales and Promotions Committee
- Mentors and trains the Treasurer-Elect
- Other duties as assigned

C: Eligibility Requirements

- Must be a regular member in good standing with NCURA (as defined by National By-laws) for at least four years at time of nomination
- Must be a member of Region V
- Should have working knowledge of financial management applications

D: Term Length and Limits

- Serves a 2-year term as Treasurer beginning January 1 in odd numbered years
- 90-day ex-officio once term is complete
- May not serve consecutive terms, except to fill a vacated position

E: Time Commitment

- Time required to fulfill responsibilities is approximately 20+ hours per month. Note that time commitments may increase during the year in proximity to the annual regional meeting, the national annual meeting, and the regional officers' retreat
- Attends both the annual regional meeting and the national annual meeting
- Attends special events at regional and national meetings
- Attends regular Executive Committee conference calls
- Attends quarterly regional leadership conference calls, convened by NCURA national organization
- Attends regional officers' retreats

F: Benefits and Privileges

- As funds allow, travel reimbursement to Executive Committee meetings and leadership conferences
- Professional development and recognition within NCURA regionally and nationally
- Receives a complimentary registration to the annual regional meeting

F: Additional Information

- Travel is required to attend the annual regional meeting and national annual meeting, except in extenuating circumstances. Reimbursement of travel expenses is not available under normal circumstances.
- In the event that the office of Treasurer is vacated, the Treasurer-Elect shall serve out the remainder of the term. After completing the remaining term of a vacated Treasurer, the Treasurer-Elect will serve a full term as Treasurer.

H: Volunteer Acknowledgement

Print Full Name

Signature

Job Description Adopted on: 17-Nov-19