

Treasurer-Elect

A: Function of the Position

- Assist Treasurer as required

B: Responsibilities

- Serves as a member of the Executive Committee
- Assists Treasurer with annual regional meeting fiscal responsibilities, including registration
- Assists Treasurer with financial planning and reporting
- Assumes the duties of the Treasurer in that individual's absence
- 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 three years at time of nomination
- Must be a member of Region V

D: Term Length and Limits

- Serves a 1-year term as Treasurer-Elect beginning January 1 in even numbered years. Will assume the role of Treasurer for a two-year term beginning January 1 in odd numbered years.
- May not serve consecutive terms

E: Time Commitment

- Time required to fulfill responsibilities is approximately 5+ 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 (required) and the national annual meeting (optional)
- 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, except in extenuating circumstances. Travel to the national meeting is recommended. 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: 16-Nov-19