



# NCURA REGION III POSITION DESCRIPTION TREASURER-ELECT

## A. FUNCTION OF THE POSITION

Assist Treasurer as required

## B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Serves as a member of the Community Engagement Committee
- Assist Treasurer with annual regional meeting fiscal responsibilities as required
- Assist Treasurer with financial reports as needed

## C. ELIGIBILITY REQUIREMENTS

- Must be a regular NCURA member in good standing of Region III for at least five years
- Must be a member of Region III

## D. TERM LENGTH AND LIMITS

- Serves a 1 year term 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
- Attends both the annual Regional meeting and the Annual National meeting
- Attends special events at Regional and National Meeting
- Attends quarterly Regional Leadership conference calls, convened by the National Organization
- Attends monthly Executive Committee conference calls
- Attends Executive Committee 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.

## G. ADDITIONAL INFORMATION

- Travel is required to attend the Regional and National meetings. 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 ACKNOWLEDGMENT

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Annual Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO