



NCURA REGION III POSITION DESCRIPTION TREASURER

A. FUNCTION OF THE POSITION

Responsible for all financial matters for the Region

B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Serves as Chair of the Community Engagement Committee
- Collects, deposits and disburses regional funds and serves as the first person authorized to sign checks drawn upon the regional account
- Serves as fiscal manager of Regional Annual Meeting
- Collects registration forms and fees
- Maintains attendance lists
- Collects sponsor fees
- Creates name badges for the regional meeting
- Submits all required financial reports and documents to the National Organization by specified deadline.
- Creates annual budget in consultation with the Executive Committee
- Trains and mentors the Treasurer-Elect to perform the duties of the Treasurer
- Regional financial liaison to the NCURA National Organization
- Maintain financial records as required by the National Organization (see Treasurer Handbook on NCURA Collaborate)
- Other duties as agreed upon

C. ELIGIBILITY REQUIREMENTS

- Must be a regular NCURA member in good standing of Region III for at least five years
- Served as Treasurer-elect immediate prior
- Must be a member of Region III

D. TERM LENGTH AND LIMITS

- Serves a 2 year term beginning January 1 of odd numbered years immediately following term as Treasurer Elect
- May not serve consecutive terms

E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 10+ hours per week January – May, 5+ hours per week June – August, and 3+ hours per month September – December.
- 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

H. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO