



# 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
- Assists Treasurer with committee activities and annual Regional Meeting fiscal responsibilities as required
- Assists Treasurer with financial reports as needed

## C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National By-laws) for at least five (5) years
- Must be a member of Region III

## D. TERM LENGTH AND LIMITS

- Serves a one (1) year term beginning January 1 and will assume the role of Treasurer for a two (2) year term beginning January 1 in odd numbered years
- May not serve consecutive terms

## E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately two (2) hours per week
- 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 and quarterly leadership committee conference calls
- Attends Executive Committee Retreats

## F. BENEFITS AND PRIVILEGES

- May receive travel support to Executive Committee meetings and/or leadership conferences as funds allow
- Professional development and recognition within NCURA regionally and nationally

## G. ADDITIONAL INFORMATION

- Attendance is required at 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
- The office will be held free of Conflicts of Interest, and the incumbent shall complete a COI form as prescribed in the administrative procedures
- Reflective of NCURA's [Diversity and Inclusion Statement](#), we are committed to achieving diversity of all kinds in its appointments, including experience, geographic area, institution type, gender, and ethnicity, and we encourage ALL interested members to become involved in NCURA.

## H. VOLUNTEER ACKNOWLEDGMENT

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO