



# 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
- Supervises the activities of the Standing Committees appointed to the Treasurer per the Region's Organizational Chart
- 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 member in good standing of NCURA (as defined by National By-laws) for at least five (5) years
- Served as Treasurer-elect immediate prior
- Must be a member of Region III

## D. TERM LENGTH AND LIMITS

- Serves a two (2) year term beginning January 1 immediately following term as Treasurer-Elect
- May not serve consecutive terms

## E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately ten (10) hours per week January-May, five (5) hours per week June-August, and three (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 Regional Treasurer phone calls and meetings when convened by the National Organization
- 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

- Attendance is required at the Regional and National meetings. Reimbursement of travel expenses is not available under normal circumstances
- 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
- 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

Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO

Signature