NCURA REGION IV – TREASURER

Description of Position: The Treasurer is responsible for all financial matters of Region IV. In conjunction with Region IV Chair, the Treasurer conducts the financial operations of the region. The Treasurer represents the region on regional and national committees and task forces as needed and is responsible for providing financial reports to members at regional and national meetings in accordance with National Office and Financial Management Committee procedures.

Duration: Duration is a two-year term, directly following a one-year term as Treasurer-Elect. The term of the Treasurer begins at the adjournment of the regional Spring Meeting and ends at the conclusion of the second year's regional Spring Meeting.

Function of Position: The Treasurer conducts the financial operations of the Region in conjunction with the Chair.

Essential Duties and Responsibilities: The Treasurer is responsible for timely payment of the Region's bills upon approval of the Chair. The Treasurer maintains the Region's checkbook, on-line accounts, and scanned copies of the Region's financial records in a secure folder on the Regional website server. The Treasurer presents a financial report at the fall and spring regional business meetings and the annual Board of Directors' meeting using national NCURA forms as appropriate for that point in the fiscal year. The Treasurer works with each committee chair to develop an annual budget to be approved by the Region IV Chair. The Treasurer sends an annual budget and Form 990, including a copy of all expense transactions for the year, to the national NCURA office in January and a six month report to the national NCURA office in July. The Treasurer participates in Regional financial audits as assigned by National office. The Treasurer serves as a member of the Region IV Site Selection Committee. The Treasurer collects registration forms and fees, maintains attendance lists, and creates name tags for the regional Spring Meeting. Finally, the Treasurer is responsible for on-boarding the Treasurer-Elect during the transition year.

Time Commitment: Time commitment is approximately five to ten hours each month.

Public Speaking: Limited to presentation of financial reports at various meetings.

Qualifications/Requirements:
(1) Knowledge and/or Skills – Understanding of financial statements and ability for logical decision making is required. Good communication and analytical skills are desired along with an ability to work as a team member on both regional and national levels.

(2) Education and/or Experience – Financial background with budget and reporting emphasis is desired.

(3) Eligibility – Must be a member of Region IV.

Training and Support: The Treasurer has resources within the Region as well as on a National level for guidance including Chair, Board of Directors, Financial Management Committee and the National Treasurer. The Treasurer should review the administrative procedures.

Additional Information:
(1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

(2) Travel – Travel is required to attend Board of Directors Committee meetings, the Region IV Spring meeting, and the national NCURA meeting in Washington, D.C. including attending the Treasurers' Meeting. Also, travel for the Site Selection Committee is required. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting and Site Selection activities are reimbursed by Region

IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

Election Procedures: Not applicable; at the end of the Treasurer-Elect’s year of service, the incumbent steps into the role of the Treasurer for the next two years.