

# NCURA Region I

## Treasurer

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**DESCRIPTION OF POSITION:** The Treasurer is responsible for all financial matters of Region I. In conjunction with Region I Chair, the treasurer will conduct the financial operations of the region. Treasurer will represent the region on National and Regional committees and task forces as needed. He/she is responsible for providing financial reports to members at Regional and National meetings in accordance with National Office and Financial Management Committee procedures.

**DURATION:** Two year term, on even calendar years as elected, beginning January 1.

**A. Function of Position** – Conduct financial operations of the Region in conjunction with the Chair.

**B. Essential Duties and Responsibilities** – Treasurer provides an annual budget to National office every January and participates in Regional financial audits as assigned by National office. Treasurer also completes and submits to National office Regional Treasurer's Yearly 990 Summary. Additional responsibilities include assisting in regional budgetary process with Program Committee Chair for Annual Regional Meeting, Annual National Meeting, RADG and Advisory meetings. Treasurer participates as a member of the Region I Advisory Committee and other Ad-Hoc Committees as assigned.

**C. Time Commitment** – Average of approximately 5-10 hours each month.

**D. Public Speaking** – Limited to presentation of financial reports at various meetings.

### **E. Qualifications/Requirements**

(1.) Knowledge and/or Skills – Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. 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.

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

**F. Training and Support** – Treasurer will have resources within the Region as well as on a National level for guidance including Chair, Advisory Committee, Financial Management Committee and the National Treasurer.

### **G. Additional Information**

(1) Benefits: Professional development and recognition regionally and nationally within NCURA.

(2) Travel: Travel is required to attend Advisory Committee meetings, the Region I Spring meeting, and the national NCURA meeting in Washington, D.C. including attending the Treasurers' Meeting. Reimbursement for travel expenses is not available under normal circumstances.

**H. Election Procedures** – Region 1 Treasurer will be elected in even calendar years starting January 1 of the following year according to the Region 1 by-laws.