

REGION VIII OFFICER

NCURA International Region – Treasurer Elect/Treasurer

Description

The Treasurer-Elect/Treasurer serves as a member of the Region VIII Executive Committee to represent all members of the region by conducting the financial operations of the region. The role of Treasurer is a voting member of the Region VIII Executive Committee. The role of Treasurer-elect is to assist the Treasurer and provide financial continuity for the region.

Please refer to our website for the Region VIII Administrative Policies:

<https://ncuraintlregion.org/region-viii-bylaws-and-administrative-policies/region-viii-administrative-policies/>

Duration

- Treasurer-Elect: One year term beginning January 1, 2020
- Treasurer: Two year term beginning January 1, 2021

Total commitment: 3 years

A. Function of Position

The Treasurer-Elect is responsible for assisting the Treasurer in the first year and then will transition into the Treasurer role for the second & third year. The Treasurer Elect/Treasurer will provide financial reports to members at Regional and National meetings in accordance with National Office and Financial Management Committee procedures. Treasurer-Elect/Treasurer will represent the region on National and Regional committees and task forces as needed.

B. Essential Duties and Responsibilities

The Treasurer is a voting member of the Region VIII Executive Committee. The Treasurer is responsible for program or activity involving the commitment of Regional funds and budgets. The Treasurer provides the regional annual budget to National office every January and participates in Regional financial audits as assigned by National office. The Treasurer also assists with National office Regional Treasurer's Yearly 990 Summary. Additional responsibilities include guiding the regional budgetary process for the Regional Meeting, the Annual National Meeting, and Advisory meetings. Treasurer-Elect/Treasurer participates as a member of the Region VIII Advisory Committee/Office Bearers and other Ad-Hoc Committees as assigned. Treasurer-Elect will assume duties of Regional Treasurer should the current Treasurer become unable to continue

in the position.

B. Qualifications/Requirements:

- a) Knowledge and/or Skills - Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. Ability to work as a NCURA team member on both Regional and National levels.
- b) Education and/or Experience - Financial background with budget and reporting emphasis.
- c) Presence/Professionalism - Ability and willingness to deal with individuals with sensitivity, tact and courtesy.
- d) Eligibility - Must be a member of Region VIII.

C. Support

Support during the three-year period is available from NCURA Global and the Region VIII Executive Committee.

D. Time Commitment

Average of approximately 5 hours each month as Treasurer-Elect and 10 hours each month as Treasurer depending on the actual activities of the region. Travel is required to attend Advisory Committee meetings, the Region VIII 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.

E. Benefits

Professional development and recognition regionally and nationally within NCURA.

F. Additional Information

Treasurer-Elect will work directly under the Treasurer in the first year to ensure a smooth transition. They will also 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. The Regional Treasurer receives professional support from the NCURA Office staff especially from the Director of Finance and the National Treasurer.

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.