

NCURA REGION VIII POSITION DESCRIPTION

Treasurer-Elect/Treasurer

Description

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

Duration

- Treasurer-Elect: One-year term beginning **1 January 2024**
- Treasurer: Two-year term beginning **1 January 2025**

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 years. 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.

B. Essential Duties and Responsibilities

The Treasurer is responsible for:

- a. Program or activity involving the commitment of Regional funds and budgets.
- b. Provides the regional annual budget to the National office every January and participates in financial audits as assigned by the National office. The Treasurer also assists with the National office Regional Treasurer's Yearly 990 Summary.
- c. Additional responsibilities include guiding the regional budgetary process for all regional activities, the Annual National Meeting, and special events.
- d. Treasurer-Elect will assume the duties of Regional Treasurer should the current Treasurer become unable to continue in the position.

C. Qualifications/Requirements:

- a. Knowledge/Skills - understanding of financial statements and the ability for logical decision-making. Good communication and analytical skills. Ability to work as an 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. Membership status – must hold a current Regular Membership with NCURA.
- e. Travel is encouraged to attend the national NCURA Annual Meeting in Washington, DC. Reimbursement of travel expenses is not available under normal circumstances.

D. Support

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

E. 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. The Region VIII Executive Committee duties are mainly achieved through e-mail and virtual meetings. Additional time is spent in-person on meetings of the region and National NCURA Conferences. The travel associated with these activities averages out to

approximately 1-2 trips per year during the three-year commitment. Reimbursement for travel expenses is not available under normal circumstances.

F. Benefits

Professional development and recognition regionally and nationally within NCURA.

G. 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.