

# NCURA Region I Treasurer-Elect Position Description

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## **DESCRIPTION OF POSITION**

The Treasurer-Elect will assist the Treasurer, in conjunction with the Region I Chair to conduct the financial operations of the region. Treasurer-Elect will sit for the region on National and Regional committees and task forces as needed. He/she is responsible for assisting the Treasurer with providing financial reports to members at Regional and National meetings in accordance with National Office and Financial Management Committee procedures.

## **DURATION**

One year term beginning January 1, immediately followed by a one year term as Treasurer.

## **A. Function of Position**

Assist in the conduct of the financial operations of the Region in conjunction with the Treasurer and Chair.

## **B. Essential Duties and Responsibilities**

Treasurer-Elect assists with regional annual budget provided to National office every January and participates in Regional financial audits as assigned by National office. Treasurer-Elect also assists with 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-Elect participates as a member of the Region I Advisory Committee 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.

## **C. Time Commitment**

Average of approximately 5-10 hours each month.

## **D. Public Speaking**

Limited to presentation of financial reports at various meetings when the Treasurer is not available to present.

## **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. Previous experience with NCURA Region I activities is required.

(2.) Education and/or Experience: Financial background with budget and reporting emphasis.

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

(4.) Travel: Expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to national NCURA annual meeting in Washington, DC is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.