

Treasurer

Overview of Responsibilities:

The Treasurer shall have custody of all funds and securities belonging to the Corporation and shall receive, deposit or disburse the same under the direction of the Board of Directors. The Treasurer shall keep full and accurate accounts of the finances of the Corporation in books especially provided for that purpose, and shall cause a true statement of its assets and liabilities as of the close of each fiscal year and the results of its operations and of changes in surplus for such fiscal year, all in reasonable detail, to be made and filed at the registered or principal office of the Corporation within four months after the end of such fiscal year. The statement so filed shall be kept available for inspection by any director for a period of 10 years, and the Treasurer shall mail or otherwise deliver a copy of the latest statement to any director upon his written request therefore. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned to from time to time by the President or the Board of Directors.

Responsibilities:

1. Receive all monies and dues, and provide or assign a designee to provide receipts.
2. Keep the official membership list for NCSH.
3. Keep an accurate record including both paper and electronic records of all financial transactions of NCSH, including deposits receipts of expenditures, and Annual Meeting costs.
4. Disperse funds upon receipt of bills, invoices, and expense reports including attached receipts as approved by the President or Board of Directors.
5. A Treasurer's report will be given at each scheduled meeting or as requested by the Board of Directors.
6. Provide an annual financial report at the Annual Meeting.
7. File tax documentation as required.
8. Provide tax exempt information as requested by vendors or member's employers.
9. Perform duties as assigned by the Board of Directors or the President in support of NCSH activities.
10. Participate in planning of the Annual Meeting.
11. Record all money received for the Annual Meeting.
12. Review all Annual Meeting bills along with the President.
13. Provide meeting registration forms to Meeting Registrar or Vendor Liaison or other designees to prepare meeting materials.
14. Work with the webmaster to facilitate the receipt of monies generated via the NCSH website.
15. All financial records shall be kept a minimum of 10 years or as directed by the Board of Directors.

Time Commitment during Year:

Varies depending on the time of the year. More time will be needed prior to and after the Annual Meeting to take in monies and reconcile expenses.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting to coordinate expenses for and at the meeting as well as time during the Awards Luncheon and Annual Business Meeting.

Qualifications:

The individual should have been a member of NCSH for at least one year prior to nomination.

Selection Process:

By election

Term of Position:

2 years

Accountable to:

The Treasurer is accountable to the NCSH Board of Directors and the President. Upon taking office the Treasurer needs to read the Conflict of Interest Policy and return the signed Acknowledgment to the NCSH Secretary to be filed in the official NCSH records.

Funding:

Funding will be based on the NCSH General Funding policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the NCSH Board of Directors per the NCSH Bylaws.

Leaving Office:

All materials relating to the office of the Treasurer shall be turned over to the incoming Treasurer at the close of the Annual Meeting if possible. Any remaining materials not turned over at the Annual Meeting will be turned over within 30 days of the Annual Business Meeting.

Taking Office:

The following items will be given to the Treasurer upon taking office:

- Copy of the NCSH Bylaws
- Treasurer's Job Description
- Copy of the General Funding Policy
- Copy of the Conflict of Interest Policy
- Any other pertinent documents relating to the position