

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

TREASURER

1. Treasurer is elected by the membership.
2. Treasurer's term is two years.
3. This elected position will constitute one vote on the Board and is a member of the Executive Committee of the NCSSWA Full Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall serve on and attend Executive Committee and Full Board Meetings.
- C. Shall work with the Executive Committee to develop an annual budget.
- D. Shall review reimbursement requests and process them for payment by NCSSWA in accordance with the reimbursement procedures and IRS guidelines.
- E. Shall provide reports of income and expenditures to the Executive Committee and Full Board meetings.
- F. Shall regularly and routinely check NCSSWA email and respond appropriately.
- G. Shall maintain a record of position activities and dates to share with next term Treasurer.
- H. Shall complete other duties that may be assigned by the President.
- I. Shall assist with the annual review of the NCSSWA finances.
- J. Shall review and validate financial statements.
- K. Shall maintain accounts designated for NCSSWA in accordance with IRS guidelines.
- K. Shall submit a yearly budget to the Executive Committee at the spring board meeting for any treasurer support needs in accordance with reimbursement guidelines (at Policy and Procedures notate a specific \$ amount over.)