

OFFICER AND DIRECTOR CHARTER

TREASURER

The Treasurer is elected by the Board of Directors in accordance with the National Bylaws. The Treasurer is a voting member of the Board of Directors and is responsible to the President and the Board of Directors for the management of the Association's finances and other duties assigned by the President.

AUTHORITY

As an elected Officer, the Treasurer has such authority to perform duties as set forth in the National Bylaws including those required by law, as general usage would dictate, or as specified by an affirmative vote of a majority of the Board of Directors. The Treasurer is delegated specific authority for Association matters related to finance.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the Treasurer shall be assigned by the President. As a minimum, such duties and responsibilities shall involve the following:

- Ensure that an effective system of accounting is maintained by NCMA for all Association money received and expended.
- Submit periodic financial reports to the Board of Directors including a summary of income and expenses compared to budget.
- Serve as the Chair of the Finance and Budget Committee, and oversee the development of the annual budget and presentation of the budget to the Board of Directors for approval.
- Serve as a member of the Strategic Planning Committee, participating in the Association's strategic planning process.
- Serve as a member of the Asset Management Committee.
- Serve as a participant on other Committees as appointed in accordance with committee policies.
- Provide leadership and management of the Association in the best interests of the members, within the policies established by the Board of Directors.
- Serve as an advisor to the President.
- Attend and participate in all Board of Directors meetings.

- Develop and present recommendations to the Board of Directors on matters requiring Board action.
- Participate in Leadership Summits.
- Provide assistance and guidance to Chapter Treasurers as appropriate.
- On behalf of the President, represent the Association to officials of government agencies, industry, nonprofit and educational organizations, and associations and societies with related goals.
- Maintain direct contact with Association members to ensure an awareness of the needs and interests of the membership as a whole.

PERFORMANCE SCHEDULE

Ensure the Annual Budget is prepared and presented to the Board of Directors for approval for the Spring meeting in accordance with NCMA Policy 5-2, Financial Management Policies.

Provide current financial reports to the Board of Directors no later than 30 days prior to Board meetings.