

## **REGION VIII OFFICER**

### **NCURA International Region – Treasurer Elect/Treasurer**

#### **Description**

The Treasurer-Elect/Treasurer serves as a member of the Region VIII Board to represent all members of the region by conducting the financial operations of the region.

#### **Duration**

- Treasurer-Elect: One year term beginning January 1, 2018
- Treasurer: Two year term beginning January 1, 2019

Total commitment: 3 years

#### **A. Function of Position**

The Treasurer-Elect is responsible for assisting the Treasurer in the first year and then will become the Treasurer for the second & third year. 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. Treasurer-Elect/Treasurer will sit for the region on National and Regional committees and task forces as needed.

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

The Treasurer-Elect/Treasurer is a voting member of the Region VIII Board. The Treasurer-Elect/Treasurer assists with regional annual budget provided to National office every January and participates in Regional financial audits as assigned by National office. Treasurer-Elect/Treasurer also assists with National office Regional Treasurer's Yearly 990 Summary. Additional responsibilities include assisting in regional budgetary process with Chair-Elect for Annual Regional Meeting, with Chair for Annual National Meeting, and Advisory meetings. Treasurer-Elect/Treasurer participates as a member of the Region VIII Advisory Committee/Office Bearers 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.

#### **B. Qualifications/Requirements:**

- a) Knowledge and/or Skills - Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. Ability to work as a 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) Eligibility - Must be a member of Region VIII.

**C. Support**

Support during the three-year period is available from NCURA Global and the Region VIII Board.

**D. 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 international region.

Travel is required to attend Advisory Committee meetings, the Region VIII meeting, and the national NCURA meeting in Washington, D.C. including attending the Treasurers' Meeting. Reimbursement for travel expenses is not available under normal circumstances.

**E. Benefits**

Professional development and recognition regionally and nationally within NCURA.

**F. 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.