

## **NCACA Treasurer Nomination**

Active and Life members of NCACA are invited to submit nominations for **TREASURER OF THE ASSOCIATION**. Many members serve the profession admirably every day. Please nominate a strong candidate who can dedicate two years of service to our great organization. Terms of office will run from January 1 through December 31 (the following year) for Treasurer. The Treasurer is responsible for the duties listed below.

1. Receive and account for all monies bestowed upon the Association, including:
  - a. Maintaining and balancing a monthly ledger and reporting this information to the Board at each meeting for review and approval. Ledger must be budget line specific and demonstrate assets and liabilities reflective of key, separate categories to include but not limited to: membership dues, convention income and expenditures, newsletter and website
  - b. Balancing liabilities against assets at the end of the calendar year (December 31)
  - c. Accounting to any grant agencies receipt of funds
  
2. Disburse funds according to the following guidelines:
  - a. A written request for reimbursement shall be submitted, along with specific information about disbursement, along with a receipt for past expenditures
  - b. Board approval will be required for expenditures greater than \$100.00 over budget
  - c. Upon Board approval of a budget, the Treasurer shall provide each Committee with an accounting on monies appropriated and monies spent upon request during the year. Each Committee request for disbursement must be clearly designated for the Committee's use
  
3. Receive all monies due to and all gratuities bestowed on the Association.
  
4. Disburse monies as approved or directed by the Board of Directors and its representatives. The Association's monies shall be kept in an account which will require the signature of the Treasurer for withdrawal.
  
5. Maintain certifiable and current accounts of all receipts and disbursements of the Association.
  
6. Prepare and submit a financial report once a year and such financial reports as are requested by the Board of Directors.
  
7. Prepare and submit a financial summary at all Membership and Board meetings.
  
8. File tax returns as required by law.
  
9. Transfer all monies and records to the incoming Treasurer and receive a receipted accounting of said transfer.
  
10. Develop a budget with input from the Board of Directors and Committee Chairs.

11. Be elected to and serve as Treasurer for a two-year term (beginning in an odd numbered year).

12. Serve as a member of the Board of Directors representing the Committee on Membership/Publicity.

**Nominee:** \_\_\_\_\_

**Nominators:** \_\_\_\_\_

(include phone numbers or email addresses of nominators)