

Conference Treasurer

Supervision received: Conference Logistics Coordinator and Association Treasurer

General Responsibilities: The Conference Treasurer is responsible for sound fiscal management of the conference budget and financial procedures onsite.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, including, but not limited to, applicable portions of *P&P*, the *NACA Budget Processes for Regions* manual, and the *Associate Member Regional Conferences Guide*, as well as other applicable laws and regulations.
- Verifies and assigns line item numbers to all accounts payable as processed by the NACA Office.
- Recruits additional volunteers to assist at registration in order to provide coverage for all hours of operation.
- Supervises/coordinates the collection of any monies onsite, ensures the proper reporting of those monies and is responsible for submitting those monies to the NACA Office immediately upon the conclusion of each activity.
- Informs and educates regional leadership on financial policies and procedures.
- Coordinates the purchasing of supplies needed onsite.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

Term of Office: September 15 of the current year through December 15 of the next year
(For Northern Plains, March 15 of the current year through May 30 of the next year)

Qualifications:

- The Conference Treasurer must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

The Conference Treasurer must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)