



**North Carolina Association of Volunteer Administration (NCAVA)
Board of Directors – Job Description**

Position Title: Treasurer

Primary Objective

The primary objective of the Treasurer is to maintain the financial health of the organization.

Responsibilities

The primary responsibilities of the Treasurer are:

- Maintain checking and savings accounts, receive all funds from membership and accounts payable, and report on the income and expenses of the organization to the board of directors at monthly meetings.
- Notify the Vice President of Membership when new and renewing membership dues are paid.
- Advise the President and the board of directors on the current status of income and expenses relative to the budget set for the year.
- Pay all invoices within two weeks of receipt.
- Work with the President and board of directors to develop the annual budget, which is approved by NCAVA members at the Annual Meeting.
- Provide reimbursement of funds to board members and committee chairs for expenses incurred on behalf of the organization, including mileage, postage, and conference expenses.
- Manage the receipt and distribution of funds for annual conferences with the Vice President of Professional Development and Conference Chair.
- Calculate profits from the annual conference and distribute 30% to the host organization/affiliate by June 30th.
- Manage the receipt and distribution of funds for NCAVA-sponsored workshops in cooperation with the Vice President of Professional Development and the Education Chair.
- Track funds associated with CAVNC certification and renewal and notify the Certification Chair when payments are made.
- Create invoices, track receipts, and reconcile credit card statements.
- Fulfill requests for W-9s from members as needed.
- File the form 990-N E-postcard on the [IRS website](#) by September 30th.

Terms of Service

Terms of Office: The Treasurer is elected by NCAVA membership and serves a one-year term.

Terms of Position: The Treasurer reports directly to the President and is supervised by the Board of Directors. The Treasurer supports NCAVA membership with supervision of finances.

Board Meeting Norms:

- Be present, prepared, and engaged.
- Begin and end meetings on time.
- Notify the President and/or Secretary if you are unable to attend.
- All members are equal.
- Members will speak freely and listen attentively.
- Each gets their say, not necessarily their way.
- Trust principle applies.
- No hidden agendas, no distractions, no sidebars.
- Respect the confidentiality of the team.
- Once in agreement, we will speak with one voice.
- Processes, not people, will be discussed, analyzed.
- Disseminate information and homework prior to the meeting.
- Attend to all action items as assigned.

My signature below indicates that I have read and understand the contents of this Position Description:

Printed Name

Signature

Date