

Treasurer

Position Description - *Revised March 2017*

FUNCTION

Makes recommendations concerning financial matters, general operations, and policies and reports to the Executive Committee and Directors on those matters and financial status of the Association.

DUTIES AND RESPONSIBILITIES

Within the limits of the Bylaws and Policies, the Treasurer is responsible for and has commensurate authority to:

1. Serve as Chairman of the annual budget session in the year you are elected
 - Meeting with President and Chief Executive Officer in July prior to taking office
2. Review and recommend the annual budget to the Executive Committee and Board of Directors in the year you are elected.
 - August Executive Committee Budget meeting prior to taking office
 - October Board of Directors meeting prior to taking office
3. Serve as a member of the Board of Directors and the Executive Committee and provide financial reports at each meeting. (*<reference appropriate bylaws/policy section>*)
4. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and Region *<reference appropriate region>* as a national director, voting delegate. (*<reference appropriate bylaws/policy section>*). Directors are required to attend the following meetings, at a minimum:
 - NAR 360
 - State Caucus
 - Both Regional Caucus meetings (Caucus meetings are held the day before the Board of Directors meeting).
 - Board of Directors Meeting. On very rare occasions, NAR may call a Special Board of Directors meeting. If they do, NAR covers the expenses and ample notice is given.
5. Attend Association Executive Committee Meetings, Spring Conference, Planning Session, REALTOR® Caucus and Leadership Conference.
6. Monitor, in conjunction with the President and Chief Executive Officer, Association monthly financial statements.
 - The Executive Committee serves as the Association Finance Committee (*<reference appropriate bylaws/policy section>*)
 - Association Financials will be provided for review on a monthly basis.
7. Serve as liaison between the Executive Committee and Chief Executive Officer on matters of general operations, facilities, member group purchase programs, and Bylaw and Policy.

Treasurer

Position Description - *Revised March 2017*

8. Ensure, in conjunction with the President and Chief Executive Officer, that Association funds are invested pursuant to Association Policy (*<reference appropriate bylaws/policy section>*).
9. Perform other duties as outlined in the policies as procedures or as assigned by the President.