

Job Description

**Title:** Treasurer

**Term:** 2 Years

 Elected by general membership

 Has voting rights

May be re-elected

**Job Summary**

1. Maintain accurate records for interest bearing checking account, money market account, and NCABB credit card
2. Provide financial reports at board meetings and business meeting at annual seminar
3. Send notices for membership renewals
4. Maintain list of current members with associated contact information
5. Distribute membership cards to paid members annually
6. Distribute honorarium checks to speakers
7. Receive registration forms and route information to appropriate board members or local arrangements chair
8. Process all accounts payable and receivable in a timely manner