

## NEW HAMPSHIRE ASSOCIATION

### JOB DESCRIPTION

**Title:** Treasurer, NHRA

**Reports To:** NHRA President

**Purpose:** To maintain the finances of the organization; to maintain accurate financial records of the organization; to advise the Board on financial matters such as spending and investment of funds and to act as a voting member of the Board at large

**Term:** Two years. Term begins January 1<sup>st</sup> and ends December 31<sup>st</sup> two years later.

#### **Expected**

**Attendance:** Attendance at all monthly Board meetings; attends committee meetings as appropriate; attends annual meeting; attends Board retreats, workshops, and other Board development activities

#### **General**

**Obligations:** Be knowledgeable of NHRA Constitution and By-Laws  
Be well informed on issues and agenda items in advance of meetings  
Contribute skills, knowledge and experience when appropriate  
Assist in establishing policy  
Assist in short term and long term planning  
Help maintain fiscal health of the NHRA  
Act in a manner consistent with code of ethics of the profession  
Act as a representative of the members of the organization  
Uphold mission of the organization  
Be knowledgeable of current issues in the field and divisions  
Promote membership in NHRA/NRA

#### **Specific**

**Duties:** Maintain bank accounts and pay bills in a timely fashion  
Maintain accurate records  
Produce and report to the Board monthly financial statements  
Guide and advise the organization in matters of spending and investments  
Acts a member of Executive Committee  
Performs duties of Board Member-at-Large