



Board Position Title:	Treasurer
Term of Office:	3 years (January – December)
Position Description: Oversees the management and reporting of the Chapter’s finances.	
ROLES/RESPONSIBILITIES: THE TREASURER - <ul style="list-style-type: none"> ● Maintains all financial information of the NRAJPD. ● Identifies and manages financial risks to the NRAJPD. ● Plans and evaluates the NRAJPD budget in an on-going process. ● Recommends financial policies to the Executive Committee and Board. ● Prepares and submits financial reports to NRAJPD stakeholders (e.g., Executive Committee, Board, membership, federal government) such as annual budgets, federal/state filings, and monthly statements. ● Oversees fiscal audits and collaborates with auditor. ● Recruits and mentors successor in collaboration with the Board. ● Serves as a member of the Executive Committee. ● Actively participates in all NRAJPD Board meetings and functions. ● Works to advance the mission of the NRAJPD. ● Serves as an ambassador for the NRAJPD. ● May serve on various committees at the request of the NRAJPD President. 	

Adopted by:	NRA Board of Directors	Date:	October, 2018
Reviewed by:			
Updated by:			