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| 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 -* 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.
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| Adopted by: | NRA Board of Directors | Date: | October, 2018 |
| Reviewed by: |  |  |  |
| Updated by: |  |  |  |