



# NCRA SECRETARY-TREASURER JOB DESCRIPTION

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## OVERVIEW

The Secretary-Treasurer is elected by the NCRA membership and serves a one-year term but may serve up to three (3) consecutive terms upon election. As Secretary, the Secretary-Treasurer manages meeting minutes to ensure effective administration of NCRA records. As Treasurer, the Secretary-Treasurer shall oversee and be responsible for the safe-keeping and management of all funds, securities, financial records, and minutes of meetings of the Association and of the Board of Directors. The Secretary-Treasurer keeps the Board of Directors informed about NCRA's ongoing financial condition. The Secretary-Treasurer must possess a strong working knowledge and clear understanding of NCRA's core values, strategic plans, bylaws, and policies and procedures.

## RESPONSIBILITIES:

In addition to the general responsibilities of Directors:

- The Secretary-Treasurer is a voting member of the Executive Committee.
- The Secretary-Treasurer shall oversee the taking and preservation of minutes of meetings of the Association and of the Board of Directors.
- The Secretary-Treasurer, or designee, issues a meeting notice of the Annual Meeting at least 60 days prior to the meeting.
- The Secretary-Treasurer verifies a quorum is present at each Board or Annual Members meeting.
- The Secretary-Treasurer, working with the Vice President of Finance, ensures that NCRA's incorporation and nonprofit status is maintained through the annual filing of required reports.
- The Secretary-Treasurer, working with the Vice President of Finance and/or the Executive Director, informs members of the Board of Directors of NCRA's financial condition by overseeing and distributing financial statements.
- The Secretary-Treasurer reports NCRA's financial condition at all regularly scheduled Board meetings and as otherwise deemed necessary.
- The Secretary-Treasurer, working with the Vice President of Finance and/or the Executive Director, assists in developing the annual budget for review and approval by the Board of Directors.
- The Secretary-Treasurer is the chair of the Finance Committee.
- The Secretary-Treasurer reviews and authorizes expense reimbursement to the Executive Director.
- The Secretary-Treasurer also serves as Secretary-Treasurer for the National Court Reporters Foundation and as Assistant Treasurer for the Political Action Committee.
- The Secretary-Treasurer serves on the Executive Director Performance Evaluation and Compensation Committee.