



NEAIR Treasurer Information about the Position

The Treasurer shall be responsible for the receipt and disbursement of all funds of the Association and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall be responsible for working with the finance committee in preparing a budget to be submitted to the Steering Committee for approval as well as preparing the annual fiscal report to be presented at the NEAIR Annual Business Meeting. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of the Association. The term of appointment for the position of Treasurer is three years with an additional half of year to overlap with Treasurer-elect.

Responsibilities:

- opens and maintains appropriate investment vehicles for all NEAIR funds (savings, checking, money market accounts, certificates of deposit, etc.)
- accounts for all revenues and expenditures, and signs all checks, records all financial transactions.
- ensures that all NEAIR funds are collected and disbursed in accordance with NEAIR's established Policies and Procedures.
- prepares a Treasurer's Report consisting of a financial statement of revenues and expenditures, a comparison of the budget with actual expenditures, a comparison of the current year with previous years, and details on conference finances for each Steering Committee meeting.
- prepares a Treasurer's Report consisting of the above items for the just-completed fiscal year for the Association's Annual Meeting.
- presents a draft budget for the upcoming fiscal year for review by the Steering Committee at its Spring/Summer meeting.
- coordinates the preparation of a federal tax return.
- seeks and maintains files on NEAIR's state tax exempt numbers.
- needs approval of Steering Committee to transfer Association moneys to a money-market account.
- serves ex-officio on the Finance Committee.
- assists the Program and Local Arrangements Chairs with the Annual Conference budget.
- provides bank account signature cards for the appropriate new officers at the Steering Committee meeting held in conjunction with the Annual Conference.
- identifies and prepares records for destruction as outlined in the Document Retention and Destruction Policy.

Skills & qualities important for the role:

- Able to work in a team environment
- Good listener who is willing to consider a variety of viewpoints
- A willingness to compromise when appropriate
- Commitment to engage in Steering Committee discussions and to make sound decisions for the good of the organization
- Able to follow through with tasks assigned in a timely manner



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Time commitment:

- Typically there are three Steering Committee meetings (5-6 hours in length) each involving travel with one in November at the annual conference, one in March and one in July
- Meetings are held in locations that are the most economical for NEAIR and which are the closest for the majority of those who attend. Past locations have included Hartford, CT; Albany, NY; and Baltimore, MD. Expenses for travel and accommodations are reimbursed by NEAIR when appropriate documentation is provided. Most arrive the night before and leave immediately after the meeting.
- Prior to each meeting, SC members receive a packet of material to review, which contains committee reports, minutes of the previous meeting, treasurer's report, proposals for consideration, etc. This may take a couple of hours to review.
- Committee work requires some time but mostly through conference calls and email discussions.
- Routine record keeping, reconciling accounts, paying bills and making deposits requires 12 to 15 hours per month in the months surrounding the annual conference (2 months prior and 1 month after-typically September, October, November and December). During the months in which organizational activities are held (i.e. committee meetings requiring travel, PDS workshops -typically January, March, June and July) this activity requires 6 to 8 hours per month. The remaining four months of the year this activity requires 2 to 4 hours per month.

Past Treasurers:

- See current and past governance lists at <https://neair.site-ym.com/?page=pastgov>