

NORTH CAROLINA ASSOCIATION FOR  
HEALTHCARE QUALITY



POSITION: Treasurer Elect

This person shall be responsible for learning the responsibilities and duties of the Treasurer role.

Objectives:

- To support the vision, mission, goals and objectives of NCAHQ
- To be knowledgeable of the NCAHQ Bylaws

Qualifications:

1. Active NCAHQ member
2. Ability to commit amount of time necessary to perform duties (Approx. 1-5 hours/week)
3. Proficient user of Excel and/or budgeting/accounting product
4. Knowledgeable of professional budgeting practices

Duties include:

1. Learn and understand duties:
  - a. Receive, deposit, or disburse funds under the direction of the Board of Directors.
  - b. Deposit all monies received within 10 business days of receipt.
  - c. Keep full and accurate accounts of the finances, expenses and receipts.
  - d. Report receipts, expenses, and assets to the Board of Directors and the General Membership at each business meeting.
  - e. Prepare an annual report of assets and liabilities at the end of the fiscal year.
  - f. Maintain annual Treasurer Reports on file for 10 (ten) years.
  - g. Meet annually in the first quarter of the fiscal year with Certified Public Accountant to review Treasurer's records.
  - h. File Internal Revenue Form 990 if gross receipts exceed \$25,000 annually by October 15<sup>th</sup>.
  - i. Develop an annual income estimate and budget proposal; Present the proposal to the Board of Directors for recommendation.

- j. Receive and deposit membership dues and conference fees and update in database.
  - k. Balance bank accounts on a regular basis. Provide updates at monthly board meetings/calls.
  - l. Abide by the NCAHQ Fiduciary Responsibilities and Financial Guidelines P&P.
2. Participates in the development of the annual budget as well as the ongoing monitoring of resource consumption to ensure financial viability and long-term stability.
  3. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
  4. In the absence or disability of the Treasurer, perform the duties of the Treasurer.
  5. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.