

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



POSITION: Treasurer

This person shall be responsible for lawfully maintaining accurate NCAHQ banking accounts.

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. Receive, deposit, or disburse funds under the direction of the Board of Directors.
2. Deposit all monies received within 10 business days of receipt.
3. Keep full and accurate accounts of the finances, expenses and receipts.
4. Report receipts, expenses, and assets to the Board of Directors and the General Membership at each business meeting.
5. Prepare an annual report of assets and liabilities at the end of the fiscal year.
6. Maintain annual Treasurer Reports on file for 10 (ten) years – 3 years on paper in binders and 7 years on OneDrive.
7. Meet annually in the first quarter of the calendar year with Certified Public Accountant to review Treasurer's records for audit and taxes. We utilize Cannon Tax & Accountants. 2108 South Blvd Charlotte NC 28203. This can be done electronically. admin@cannonaccounting.com
8. File Internal Revenue Form 990 if gross receipts exceed \$25,000 annually by October 15th.

9. Develop an annual income estimate and budget proposal; Present the proposal to the Board of Directors for recommendation Due by end of June each year.
10. Receive and deposit membership dues and conference fees and update in database.
11. Balance bank accounts on a regular basis. Provide updates at monthly board meetings/calls.
12. Maintain current signature cards at the banking institution of choice.
13. Abide by the NCAHQ Fiduciary Responsibilities and Financial Guidelines P&P.
14. 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.
15. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
16. Mentor Treasurer-Elect.
17. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.