

SECTION VI. TREASURER

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meeting and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall receive all dues and monies;
5. Shall maintain General Operating Account and disburse any checks for the NCSC under the approval of the Governing Board;
6. Shall prepare and present monthly financial report to the Governing board to include one copy of financial report prepared to accompany official minutes for approval by the DCA;
7. Shall call a meeting of all Governing Board members and one member at large to prepare the annual budget. The Governing Board members must approve the budget in August with a subsequent approval at the first General Membership meeting. The treasurer may call a budget revision meeting in January if the need arises or if requested by the President;
8. Shall keep an itemized account of all such receipts, vouchers and disbursements for seven years.
9. Shall keep an open account of all financial records for inspection of and by the General Membership;
10. Shall utilize general provision of AR Regulation 210-17 in maintaining accounting records;
11. Shall, with the President or First Vice-President, sign all checks in excess of two hundred dollars (\$200);
12. Shall prepare and submit a complete audit in accordance with AR 210-17 no later than two (2) weeks after the close of the NCSC fiscal year;
13. Shall file federal tax forms and state tax forms and any other required sales tax forms;
14. Shall review and adjust all insurance and bonding policies required to maintain compliance with AR 210-22 and Garrison regulations;
15. Shall be bonded;
16. Shall maintain a detailed monthly record of all income and expenses related to position;
17. Shall ensure monies are counted and deposited within seven (7) days of receipt;
18. Shall be present at least one-half hour prior to all fundraising events to facilitate financial set-up and deposits. If not available, prior arrangement to be coordinated with President's approval;
19. Shall be responsible for the collection of all money at the end of all NCSC functions. If not available, prior arrangement to be coordinated with the President's approval.
20. Shall be responsible for notification and collection of all outstanding checks and fees incurred from returned checks and shall notify the President of any such matters.
21. Shall not go into a binding contract on behalf of the NCSC;
22. Shall maintain a position profile within VMIS and record monthly volunteer hours;
23. Shall maintain and update board notebook to include:
 - a. Complete job description to reflect overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to Parliamentarian at the April Governing Board Meeting for review.
 - c. Transfer of notebook and all misc job materials shall be given to successor upon audit completion.