



THE NEBRASKA SOCIETY FOR RESPIRATORY CARE

A Chartered Affiliate of the American Association for Respiratory Care

Section: Board of Directors

Subject: Officer Position Descriptions:
Treasurer

Effective Date:

References: NSRC Bylaws

Summary of Duties:

The Treasurer has charge of all funds and securities of the Society.

Specific Duties:

1. Endorses checks, notes or other orders for payment of bills
2. Disburses funds as authorized by the Board of Directors and/or in accordance with the approved budget
3. Deposits funds as the Board of Directors may designate
4. Is responsible, with the President, for disbursement of all Society funds.
5. Prepares and submits reports of society income and expenses for review by the Board of Directors at each meeting.
6. Maintains society accounts for review by external audit.
7. Assists the President-Elect with preparation of the annual budget.
8. Responsible for assuring that the yearly tax preparation is accurate and submitted by due date to the tax preparer.

NSRC Bylaws: Treasurer

The Treasurer shall: have charge of all funds and securities of the NSRC, endorsing checks, notes or other orders for the payment of bills, disbursing funds as authorized by the Board of Directors and/or in accordance with the adopted budget, depositing funds as the Board of Directors may designate. The Treasurer shall see that full accurate accounts are kept, and make a written financial report at every regularly scheduled meeting of the Board of Directors.

Reviewed: January 5, 2011

Board Approved _____

D Patterson
J Bush