Northeast Chapter
International Erosion Control Association
... your essential Best Management Practice

IECA NORTHEAST CHAPTER
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JOB DESCRIPTION: **TREASURER**

The Treasurer must be duly elected to office by the Board of Directors of the IECA Northeast Chapter ("NEC") for a one-year term. The Treasurer must be a current member in good standing of the IECA and the NEC. There is no term limitation provided the above stated criteria are met.

The primary function of this position is to closely interact with the NEC President and the Board of Directors ("Board") in all financial aspects associated with the fiscal well being of the Chapter.

A person serving in this position should have the appropriate skills to perform at the required level of competence compatible with this position; in-depth knowledge of the NEC's mission; and very good communication skills as a representative of the NEC.

DUTIES AND RESPONSIBILITIES *include but are not limited to:*

- Assists the Board in preparing the annual operating budget to ensure that the Chapter remains fiscally solvent and responsive to the needs of the membership.
- Prepares & presents an accurate & concise financial report at each Board meeting.
- Along with the NEC President and Board, reviews and approves any expenditures of NEC funds of $500 or more.
- Provides a system of fiscal accountability and serves as a guardian of NEC funds & resources for the Board.
- Serves as Chairperson of the NEC Finance Committee, if one exists.
- Participates as a voting member of the NEC Board at all meetings on all Chapter resolutions.
- Attendance at 75% (minimum) of the meetings is required.
- Represents the NEC at conferences, workshops and expositions at the request of the NEC President.
- Upholds the NEC's Bylaws.
- Assumes and professionally completes any & all tasks assigned by the President.
- Exhibits a professional, unbiased attitude when representing the NEC.