

Job Description: Treasurer

As excerpted from the NAADAC Policies and Procedures

Section E

1. **PURPOSE:** To provide a national/international identity and to facilitate communication between the Affiliates and the Association, and monitor and report the financial well being of the Association. To communicate the vision, mission, goals, objectives, strategic plan, and current events of NAADAC.
2. **REPORT TO:** President
3. **QUALIFICATIONS:**
 - a. Current member in good standing of NAADAC (Active Membership).
 - b. Must have been actively engaged in the addiction profession for the past two years.
 - c. Must have two years of Board of Directors experience on either the NAADAC Board of Directors or a NAADAC Affiliated Board, **and** chaired a NAADAC committee, or served as a commissioner on the NAADAC Certification Commission.
4. **DUTIES:** The Treasurer of the Association shall have all powers and perform all duties commonly incident to and vested in the office of the treasurer of a corporation, including the following duties and responsibilities:
 - a. Develop and Review the fiscal policies of the Association, review of the annual budget and serve as Chair of the Finance Committee.
 - b. Ensure an account is maintained of all monies received and expended for the use of the Association.
 - c. Ensure all monies of the Association are deposited in banks or trust companies approved by the Board of Directors.
 - d. Reports on the finances of the Association at the annual Meeting of the Association or whenever requested by the President showing all receipts and expenditures for the current year.
 - e. Performs other duties as the President may, from time to time, designate.
 - f. The Treasurer may appoint an Assistant Treasurer to perform such duties as he or she may, from time to time, delegate.

TIME COMMITMENT FOR EXECUTIVE COMMITTEE MEMBERS:

- I. Serve a two (2) year term, not to exceed two consecutive terms.
- II. Attend the NAADAC mid-year Executive Committee meeting (may include planning retreat) (3 days)
- III. Attend the NAADAC Annual Conference (up to 6 days)
- IV. Be available for monthly conference calls with the Executive Committee.
- V. Attend Affiliate conference/meetings in region when invited.

VI. Attend other meetings conference calls, or electronic meetings as required by the President.