

## **NAADAC Treasurer Job Description** *From the NAADAC Policies and Procedures*

1. **PURPOSE:** To provide a national identity and to facilitate communication between the state affiliates and the Association, and monitor the financial well being of the Association.
2. **REPORTS TO:** President
3. **QUALIFICATIONS:**
  - a. Current member in good standing of NAADAC
  - b. Must have been actively engaged in the counseling profession for the past two years.
  - c. Must hold a state and/or national certification in addiction counseling or a related profession.
  - d. Must have two years of Board of Directors experience on either the NAADAC Board of Directors or a NAADAC affiliated board, chaired a national 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 to include review of the annual budget and serving 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 a bank or banks or trust company 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:**

- a. Serve a two (2) year term, not to exceed two consecutive terms.
- b. Attend the NAADAC Planning Retreat (3 days)
- c. Attend the NAADAC Annual Conference (5 days)
- d. Be available for monthly conference calls with the Executive Committee
- e. Attend state conference/meetings in region when invited.