



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



TREASURER (elected in Nov. of EVEN years, term of office covers a two year period –2005-2006; 2007-2008 etc.)

Per the NCCC by-laws, the Treasurer shall keep an account of all monies received and expended for the use of the Corporation, shall deposit all sums received in a bank or banks, or trust companies approved by the Executive Board, and make a report at the Annual Meeting or when called upon by the President or the Board of Governors. Funds may be drawn only upon the signature of the Treasurer or President. The funds, books, and vouchers controlled by the Treasurer shall at all times be under the supervision of the Executive Board and subject to its inspection and control. At the expiration of the term of office, the Treasurer shall deliver over to a successor all books, monies, and other properties, or in the absence of a Treasurer-Elect, to the President. In the event of absence or disability of the Treasurer, the Executive Board may appoint a Treasurer pro term.

The primary responsibilities of the Treasurer as outlined above are broken into the following main categories:

1. Keeping an accurate and complete account of all monies received and expended for the use of the Corporation. The Treasurer is responsible for the production and maintenance of general ledger records, which outline all income and expenses for NCCC. These records can be included in databases, ledgers, registers and or other related documents, which serve as the Corporation's official record and audit trail for transactions. The Treasurer must ensure that the Corporation's funds are safeguarded and controlled.
2. Depositing all sums received in banking institution(s) as approved by the Executive Board. It is the responsibility of the Treasurer to coordinate extensive control and balancing procedures to ensure financial source data has been received and is correct. The Treasurer must analyze, develop and manage the Corporation's cash management program. All funds should be processed and deposited into the appropriate accounts in conjunction with the cash management plan in a timely manner. The Treasurer is responsible for bank statement reconciliation and disbursement related journal account reconciliation activities. The timely resolution of reconciliation discrepancies is critical. The primary sources of income are the Vice President-Membership, Director of Publications, Director of Sponsorship, and National Distribution Center Manager. From time to time, funds for deposit are also received from the Vice President of Competition and the FCOA Director as well as outside sources for such things as rebates and other incentives.
3. Disbursing funds to satisfy NCCC obligations. The Treasurer must exercise overall control of the NCCC funds disbursement process. This includes the planning and control of activities connected with the production and issuance of checks, EFTs, and all other forms of disbursements that provide for the payment of NCCC obligations. The treasurer must establish and maintain adequate control policies and procedures to safeguard funds in disbursement transactions and processes. The primary sources of expenses come from the National officers for payment of obligations such as liability insurance, Blue Bars, printing of rulebooks, by-laws, meeting minutes, etc.; and the

reimbursement of expenses incurred while performing job duties such as phoning, printing, use of supplies, etc.

4. Making detailed reporting of above data available at the Annual Meeting or when called upon by the President or the Board of Governors. The Treasurer must analyze the general ledger data and publish reports that accurately reflect the financial position of the Corporation to the Executive Board and Board of Governors. These reports include current and/or prior period financial statements as well as budget versus actual income statement tracking reports. The Treasurer is also responsible for the collection and consolidation of the financial records from charity and convention operations. This consolidated financial data is then used in the preparation of Federal Tax returns.
5. Serving as chairman of the Finance Committee. The Treasurer directs the overall activities of the Finance committee. The primary responsibility of this committee is to review all budget and finance related matters affecting NCCC as initiated by the committee, a Governor or the Executive Board of NCCC. The Treasurer is responsible to share all financial findings with the Regional Executives prior to submission to the Board of Governors for approval.
6. Budget Preparation. The Treasurer is responsible for the overall administration of the Corporation's budget. The Treasurer must gather input from the National Officers, prepare the budget, present it to the Governors, and administer the budget through the course of the year.
7. Unique Qualifications. The Treasurer should have a thorough understanding of accounting and budgeting principals as they relate to a not-for-profit corporation. The Treasurer should also be proficient in the use of PC based business accounting systems. The system currently used by NCCC is Quickbooks Pro.