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## TREASURER JOB DESCRIPTION

### Position Summary:

Act as financial officer and advisor to the Symposium Committee. Receive pertinent mail to the appropriate officer, director, or chair. Send invoice notices and others notices to sponsors. Pays appropriate Committee related bills.

### Accountable to:

CnC Event Chair  
National CnC Staff

### Responsibilities:

- Must take part in discussion and action on all business of Local CnC. Working closely with the National CnC Staff and Local Event Chair, the treasurer must be in a position to assess the financial implications of proposed actions by the Committee and inform the Committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Committee for action.
- Shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the Local CnC
- Update Sponsorship Committee when funds are received
- Communicate with the Synergy's Treasurer and request necessary documentation as needed for the financial health of the organization
- Disburse such funds only for normal and usual uses unless the Symposium Chair(s) otherwise direct
- Coordinate rental or donation of credit card machine or 'square' for day of event
- Coordinate cash, cash bag/box, etc. for registration and check out for day of event
- Work with Sponsorship Committee after event to send out Thank You and IRS donation letters
- Keep well informed of issues before the Committee
- Attend majority of Committee Meetings
  - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements, as needed
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014