Treasurer

The Regional Treasurer plays a critical role in helping the National Association for Interpretation achieve its vision, mission and goals by delivering exceptional member services and professional development. The Secretary is a voting officer and oversees selected leadership council chairs as listed below under Duties. S/he reports to the Regional Director. This position is instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success.

Term: This volunteer position is elected by the region's general membership for a three-year term beginning on January 1 of the year following the election.

Duties

- Participate in required and as-needed meetings with the Regional Board and Leadership Council.
- Guide the leadership team to develop, prepare and approve the region's annual budget.
- Compare the actual revenues and expenses incurred against the budget for each quarter.
- Ensure the region remains in compliance with NAI's financial policies and guidelines.
- Approve and complete regional transactions, as well as required financial reporting forms in a timely fashion.
- Keep the regional leadership team regularly informed of key financial events, trends and concerns.
- Provide annual financial reports to the members at the regional meeting.
- Other duties as assigned by the Director.

Minimum Qualifications: Must be a current NAI member in good standing.

Time Obligations: Varies depending on the time of year, regional activities, and any additional roles or committees assumed. Estimated average time is 2-4 hours per month.