

North Florida Compensation & Benefits Association

Secretary/Treasurer Job Description

Summary

Establishes and maintains a financial system for the handling and distribution of all Association funds based on sound accounting procedures. Maintains minutes of all Board meetings and other records of the Association.

Essential Functions

- Accounts for all financial transactions of the organization, and reconcile the organization's account balance with the organization's bank statement(s)
- Reports to the Board regularly and to the membership as required, as to the financial status (account balances) of the organization
- Ensures that appropriate approval is obtained for the payment of the legitimate expenses of the organization
- Takes, maintains, and distributes board meeting minutes
- Prepares updated membership list
- Ensures that the duties of the position are performed in accordance with the NFCBA by-laws. Certain duties may be delegated to a third party administrator as determined by the Board, with the continuing oversight of the Treasurer
- Attends Board Meetings
- Attends Local Network Meetings

Position Requirements

- Desire to support the local community of Compensation, Benefits, and Total Rewards professionals
- Ability to manage financial information in an appropriate manner
- Ability to accurately capture critical information in meeting minutes

Term Length

The Secretary/Treasurer role is normally for a two year period, depending upon current chapter leadership needs.

Date of Last Revision

4/16/13