

NHLTA JOB DESCRIPTION

ASSISTANT TREASURER

Purpose:

The Assistant Treasurer acts in the place of the Treasurer when the Treasurer is absent or unable to serve, and assists as necessary.

Specific Responsibilities:

- Maintain a familiarity with the duties and responsibilities of the Treasurer.
- In the event of the absence or withdrawal of the Treasurer assume the duties and obligations of the Treasurer.
- The Assistant Treasurer shall be bonded.
- Perform such duties as assigned by the Treasurer.
- Serve on the Finance Committee.