

## NHLTA JOB DESCRIPTION

### TREASURER

#### **Purpose:**

The Treasurer is responsible for the management and custody of NHLTA funds.

#### **Specific Responsibilities:**

- Serve as Chief Financial Officer of the Association.
- Maintain custody of all Association funds and securities. Disburse and receive Association funds as authorized by the Board.
- Keep full and accurate records of all monies received and expended for the use of the Association.
- Serve as Chair of the Finance Committee.
- Has full responsibility for distribution of the funds received from the Mildred McKay Scholarship fund.
- Review and act on all scholarship applications approved by the Finance Committee.
- Prepare and distribute scholarship applications, criteria and procedure forms.
- Perform other financial duties as needed.
- The treasurer shall be bonded.
- Serve on the Executive Committee
- Maintain financial records in accordance with NHLTA procedures.
- Maintain appropriate insurance coverages for the Association.