



Title: Treasurer

Length of Term: Three years, beginning at the end of the annual membership meeting (which typically takes place during the annual conference) that follows his/her election and ending at the close of the following annual membership meeting. The Treasurer may be re-elected for additional terms.

General description: The Treasurer of the Association.

Duties, Responsibilities, and Specific Functions:

1. Attend and participate in all board meetings, either by being in attendance or participating in the conference call as well as attend the board meeting at the annual conference.
2. Maintain all official records, including financial records of the association, fund balance, investments, semi-monthly banking reports, etc.
3. Provide financial planning leadership to the Board of Directors.
4. Prepare budget reports to the board, membership and committees.
5. Provide oversight to the annual external audit by working with the President and external Certified Public Accountant contractor.
6. Develop and maintain oversight of fiscal related policies and procedures including but not limited to:
 - a. Budget development
 - b. Fund requests
 - c. Maintenance and reporting of tax records
 - d. Bank account procedures
 - e. Auditing accounts

Minimum Qualifications:

1. Professional membership in the association. This includes both current status as a professional member of RTI as well as NCTRC certification as a Therapeutic Recreation Specialist.
2. Demonstrated leadership in the field of therapeutic recreation on the local, state and national levels.
3. Prior experience on the RTI board or as an RTI committee chair preferred.