

DUTIES OF THE TREASURER

It is the responsibility of the Treasurer to serve as a member on the Executive Committee with a primary role of reporting financial and budgetary matters to the Officers of the Association.

The Treasurer shall work cooperatively with the Chief Executive Officer to make sure that full and accurate accounts of the receipts and disbursements of the funds of the Association are on file for the Executive Committee.

The Treasurer shall submit to the Board of Directors an accounting of all financial reports and the financial condition of the Association, which reports will be mailed prior to the called meeting. A report will be given at each meeting of the Board of Directors, following the Executive Committee Meetings.

The Treasurer shall work closely with the various chairmen of committees, work groups and forums to determine financial needs prior to finalizing the annual budget. The Treasurer shall chair the Executive Committee meeting to set the budget annually, subject to approval by the Board of Directors.

The Treasurer shall work cooperatively with the Chief Executive Officer in investing the Association's reserve funds to insure maximum protection and maximum yield.

The Treasurer shall work cooperatively with the Chief Executive Officer in determining as far in advance as possible, the Association's financial needs, and to make proper recommendations to the Executive Committee when dues increases are predicted.

The Treasurer shall work cooperatively with the Chief Executive Officer in analyzing income and cost projections as to the operation of the NRA Headquarters Office. Duties shall include summary accounting of rent payments, insurance, etc.

The Treasurer shall confirm that an annual audit is made by a certified accounting firm.

The Treasurer along with the President, President-Elect and Chief Executive Officer shall conduct an annual review of the Association's contracted certified public accountant.