

TREASURER

The community Treasurer will play a critical role in helping the National Association for Interpretation achieve its vision, mission and the goals by delivering exceptional member services and professional development. The treasurer will be instrumental in communicating the financial stability to its members.

QUALIFICATIONS

- Has been a member of NAI for at least 3 years
- Has participated in a committee as a member for at least 3 years OR chair of an organization of similar size and scope as GLR4 for at least 3 years.
- Is able to use appropriate software and technology to track expenses and revenue and communicate with the National office.
- At least 2 years of experience working with a budget and basic accounting through volunteer positions or as part of a job.

EXPECTATIONS

- Able attend GLR4 Regional Meetings (2 in person: January Board Mtg; spring meeting a RIW, 3 via phone)
- Provides current and accurate updates on financial matters during meetings and at other times as needed.
- Communicates regularly with the National office regarding financial matters and procedures.
- Communicates regularly with committees/individuals needing financial information or resources.
- Able and willing to cover expenses related to travel for meetings not covered by NAI Reimbursement for personal vehicle travel and lodging, if necessary, to one annual board meeting.

TIME COMMITMENT

- 1-2 hours per week averaged annually with additional time needed during budget planning, board meetings and the RIW.