

The NCSTA Treasurer is a voting member of the board and is responsible for overseeing the financial operations of the Association, chairs the Finance Committee, works very closely with the Business Manager and serves on the Executive Committee. It is the responsibility of the NCSTA treasurer to:

- Attend **ALL** Executive Committee and NCSTA Board Meetings;
- Prepare and submit to the NCSTA board for approval contractual agreements for the hiring and/or extension of employment of the organization's Conference Coordinator, Webmaster and Business Manager;
- Receive annual funding requests from all the NCSTA officers and committee chairs;
- Collaborate with the Business Manager and the Finance Committee, to prepare and submit for board approval the proposed yearly budget based on the estimated costs submitted by NCSTA officers and committee chairs;
- Periodically review the organization's financial summary reports that are prepared by the Business Manager;
- Guide the Finance Committee in verifying the accuracy of financial records and the yearly fiscal auditing as required by the organization;
- Work with the Financial Committee and Business Manager to establish guidelines for the organization's financial accounts and transactions; and
- Deposit funds and/or write checks on NCSTA accounts if an emergency arises that limits the Business Manager from performing these tasks.

To hold the position of Treasurer, one must be an NCSTA member in good standing; engaged in and or hold an interest in science education; have previous experience with the Board in either an appointed or elected position; and be willing and able to fulfill the duties associated with the office. The treasurer serves a two year term and may be reelected for an unlimited number of consecutive terms.