

**COASTAL ASSOCIATION OF REALTORS®**  
**JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP**

**POSITION TITLE:      TREASURER**  
**TERM:                    ONE YEAR**

**1.      FUNCTION**

The Treasurer works with the Executive Vice President to prepare and present the Association's bi-monthly and annual financial statements to the Board of Directors. The Treasurer is familiar with the statement format and content and helps prepare the Association's annual budget and is familiar with the financial status of all committees. The Treasurer is Chair of the Association's Finance Committee, which reviews the budget and financial conditions of the Association. The Treasurer reviews all expenditures and requests for funds from the committees and authorizes the disbursement of funds. The Treasurer is expected to review invoices and sign checks.

**2.      SPECIFIC RESPONSIBILITIES**

- a.      Attends all local meetings of the Association.
- b.      Presents bi-monthly and annual financial statements to the Board of Directors.
- c.      Is the Chair of the Finance Committee.
- d.      Has authority to sign checks.
- e.      Helps prepare the Association's annual budget.
- f.      Is an RPAC Investor.
- g.      Graduate/Attend MAR Leadership Academy.
- h.      Serves as a member of the Executive Committee

**Local Level:**

Board of Directors Meetings: usually held the 2<sup>nd</sup> Wednesday of each month  
General Membership Meetings: as designated