

## **Charges for the Treasurer, 2025-2026**

1. Shall coordinate the financial activities of the association including budgeting, revenue collection, and paying of bills using generally accepted accounting practices.
2. Shall reconcile back account.
3. Shall collect and process mail-in dues and other payments, which should be audited monthly to ensure accuracy.
4. Shall submit financial reports at all Board meetings.
5. Shall prepare tax returns, audits, and annual reports by the appropriate deadline.
6. Shall coordinate all NADE activities regarding incorporation, including assisting local chapters in preparing articles of incorporation and other documentation which may be deemed necessary to incorporate.
7. Shall pay bills timely (at least monthly) to insure all financial obligations are met promptly.
8. Shall prepare an informative memorandum for all Board members, appointed positions and committee chairs regarding financial obligations; i.e., sharing rooms, per diem, least expensive travel rates, etc.
9. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1 page executive summary highlights for reading at the General Membership meeting.
10. Shall mentor their successor in this role.
11. Shall send copies of all correspondence to the NADE President and President-elect.
12. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.