

**TREASURER  
MID ATLANTIC CHAPTER  
INTERNATIONAL EROSION CONTROL ASSOCIATION**

**JOB DESCRIPTION**

The Treasurer must be duly elected to office by the general membership of MAC-IECA for a one-year term. The Treasurer must be a current member of IECA and MAC-IECA. There is no term limitation provided the above stated criteria are met.

The primary function of this position is to closely interact with the President and the Board of Directors in all financial aspects associated with the fiscal well being of the association. The Treasurer is responsible for the preparation of a formal financial report to be presented at MAC-IECA Board of Directors meetings.

A person serving in this position should have the appropriate skills to perform at the required level of competence compatible with this position, an in-depth knowledge of MAC-IECA's mission, and very good communication skills as a representative of MAC-IECA.

**DUTIES AND RESPONSIBILITIES**

The duties and responsibilities include but are not limited to:

Assists MAC-IECA Board of Directors in preparing the annual operating budget to ensure that the association remains fiscally solvent and responsive to the needs of the membership.

Prepares and presents an accurate and concise financial report at each MAC-IECA Board of Directors meeting.

Along with the President and Board of Directors review and approve any expenditures of MAC-IECA funds of \$ 500 or more.

Provides a system of fiscal accountability and be a guardian of MAC-IECA funds and resources for the Board of Directors.

Serves as Chairperson of the Finance Committee.

Participates as a voting member of the MAC-IECA Board of Directors at all meetings on all association resolutions. Attendance at 75% (minimum) of the meetings is required.

Represents IECA at conferences, workshops and expositions either at the request of the President.

Upholds MAC-IECA's Bylaws

TREASURER ... DUTIES AND RESPONSIBILITIES (Continued)

Assumes and professionally completes any and all tasks assigned by the President.

Exhibits a professional, unbiased attitude when representing MAC-IECA.

January 24, 2001