



Position Identification

Position Title: Treasurer
Type of Position: Elected
Effective Date: upon Annual Summit
Term Length: 2 years

Responsibility of Individual Board Member

- Know the Associations Mission, Vision and Values
- Know the Associations By-Laws
- Participate in Board Meetings
- Participate in Planning Sessions for Summit
- Leverage experience, other associations, networks and resources to achieve association mission
- Assist with annual summit and activities
- Enhance Association's public image
- Assist with any other duties that enhance the Association's mission

Position Description

The Corrections Technology Association (CTA) Treasurer responsible for overseeing the receipt and disbursement of the funds of the Association. The Treasurer disburses checks for the Association expenditures that are in accordance with the Association budget and Association Operating Rules; and performs other duties as assigned by the President or the Executive Committee.

Duties and Responsibilities

- Develop and maintain budget for each fiscal year
- Ensure proper maintenance of financial records and information
- Prepare and present financial reports
- Ensure proper tax filings are completed
- Develop and maintain policies including but not limited to expense reimbursement and credit card usage

Additional Responsibilities

- Assist with planning and executing annual summit
- Assist any other member that may need assistance
- Vote on issues affecting the Association, as a member of the CTA Executive Committee

Member Qualifications

- Bookkeeping, office management, or accounting experience
- Corrections Technology Experience
- Corrections industry experience
- Active Member of CTA