

The Treasurer of NFDA serves for one year on the Board of Directors and is responsible for all funds, securities, deeds and other assets belonging to NFDA, subject to any finance-related policies as may be imposed by the Board of Directors. The Treasurer is elected each year by plurality vote of NFDA firm and individual members.

**Principal Responsibilities of the Treasurer**

1. Has charge and custody of, and be responsible for, all funds, securities, deeds and other assets belonging to NFDA, and to hold the same subject to the direction of the Board of Directors.
2. Oversees the correct accounting of NFDA's business and related transactions, including accounting of its assets, liabilities, receipts, disbursements, investments, gains and losses.
3. Oversees the proper accounting of the transactions and financial condition of NFDA to the Board of Directors.
4. Serves as a voting member of the Board of Directors.
5. Attends the following meetings and conferences: Board of Directors, Advocacy Summit, Leadership Conference, Issues Forums, and Convention in person or virtually.
6. Serves on the national spokesperson team and on committees and task forces as needed.
7. Participates with CEO and President-elect in an executive leadership event.
8. With the aid of the Chief Executive Officer and staff, reports on the association's finances to the Board of Directors.
9. Reviews monthly financial statements of the association.
10. Meets with outside auditors as needed.
11. Reviews and approves the check register.
12. Serves as a board member and Treasurer of NFDA Services, Inc.
13. Serves as the Treasurer of the NFDA Political Action Committee.
14. When requested, represents NFDA at state conventions and/or allied professional meetings.
15. Writes a column for The Director.
16. Identifies and cultivates future leaders.
17. Performs such duties as directed by the President or the Board of Directors.

**Expectations**

1. Is well acquainted with the organization's mission, vision, finances and budget process; is cognizant of internal and external forces that affect the organization.
2. Is actively engaged in programs, services and fundraising initiatives.
3. Makes time to check mail, faxes and electronic transmissions on a regular basis and respond to requests for information and feedback in a timely manner.
4. Exhibits high ethical and professional standards at all times.

**Personal Qualities**

1. Vision: the capacity to inspire a shared vision and the willingness to place long-term interests above short-term or personal gain.
2. Attention to Detail: a must to assure accurate financial reports.
3. Energy and Commitment: enthusiasm for the job and the ability to inspire others. Must be willing and able to devote the time necessary to carry out all job responsibilities.

**Qualifications**

A candidate for an NFDA Board Position must meet all qualifications for the position for which they apply.

Individual members are the only members of NFDA that are entitled to serve on the Board of Directors. All individual members of NFDA must, to the extent required by State law, possess all necessary licenses to engage in the profession of funeral directing and/or embalming. All individual members of NFDA agree, as a condition of membership, to abide by the NFDA Bylaws and Code of Professional Conduct.

A candidate must have possessed all necessary qualifications to engage in the profession of funeral directing and/or embalming for at least five (5) years.

All Treasurer candidates must have been previously elected to, and served on, the NFDA Board for a Term within five (5) years of the candidacy.

Must be an active member of NFDA, including being active in NFDA for a minimum of five (5) years immediately preceding the candidacy and participating in a minimum of five (5) NFDA events. Events can include in-person events, online events, course work, or participating on a committee, task force, or work group. A minimum of three (3) of these events must be in-person.

Must demonstrate past service in a leadership role, preferably in funeral service, with state or national significance.

**Experience**

Understanding and experience with financial management, preferably in a national level non-profit environment.

Demonstrated active support of NFDA's mission, vision, values, programs and services.

*Revised September 2023*