



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



CONVENTION TREASURER (Appointed by the President)

The President of NCCC with the approval of the Board of Governors appoints the Convention Treasurer. The Convention Treasurer shall be appointed no later than the last regularly scheduled governors meeting of the year before the affected convention. The Convention Treasurer shall serve until the final financial statement is presented to the Board of Governors, no later than the last regularly scheduled governors meeting of the year of the affected convention.

It shall be the responsibility of the Convention Treasurer to attend the Convention Steering Committee meetings; receive and account for all convention income; pay all expenses for convention activities as approved by the Director of Convention; prepare and present to the Board of Governors a final statement of convention, income and expenses; coordinate financial reporting with the NCCC Treasurer; notify the Convention Steering Committee of expense request(s) not covered in the budget; maintain and provide financial and registration information for the Director of Convention and the Convention Steering Advisor; perform other such duties as outlined in the Convention Policy and Procedure manual.

(As per the NCCC Rulebook, Section 3. Appointed officers).