



Charlotte Regional **Realtor**® Association



Carolina Multiple **Listing** Services, Inc.

Treasurer Responsibilities

Per the bylaws, the treasurer performs, in general, all duties incident to the office of treasurer, subject to control of the boards of directors, and will assist the directors as necessary to carry out their duties. The treasurer is designated the custodian of association/CarolinaMLS funds, and ensures those funds are properly safeguarded and administered.

NOTE: In the absence of the treasurer, or at the direction of the boards of directors, the duties of the office will be assigned to the chief executive officer (CEO) or chief financial officer (CFO) as required, from time to time.

The duties of the treasurer are as follows:

- Have custody of all funds, property and securities of the association, and all subsidiary corporations, subject to such regulations as may be imposed by the boards of directors. When necessary or proper, the treasurer may endorse, on behalf of the association, collection, checks, notes and other obligations, and shall deposit same, to the credit of the association, at such bank or banks or depository as the boards of directors designates.
- Sign all receipts and vouchers with such other officer or officers, if any, as designated by the boards of directors. The treasurer will sign all checks of the association and all bills of exchange and promissory notes issued by the association, except in cases where the signing and execution thereof shall be expressly designated by the boards of directors or these bylaws to some other officer or agent of the association.
- Ensure payments are made as may be necessary or proper on behalf of the association; enter regularly on the association books full and accurate accounts of all monies and obligations received, paid, or incurred for or on account of the association; and exhibit such books at all reasonable times to any director upon request at the offices of the association.
- Furnish to the membership, at the first quarter of each calendar year, a report of the income and expenses of the association with comparison to budget. This report may be written or may be given orally at a meeting of the members.
- Ensure the preparation of an annual budget, to be approved by the boards of directors.
- Ensure that financial reports are presented at the regularly scheduled meetings of the boards of directors.
- Request committees' financial needs prior to budget preparation.

- Review all invoices and checks paid by the association.
- Serve as chair of the association Audit, Budget & Finance Committee.
- Make recommendations for amendments to the budget, when necessary.
- Serve as the association/CarolinaMLS spokesperson and represent the interests and objectives of the association/CarolinaMLS in dealing with the news media, allied organizations and industries, local, state and federal legislators, and general public when the president, president-elect and CEO are unavailable.
- Attend North Carolina Association of Realtors® (NCAR) meetings, including inaugural, legislative and convention.
- Attend National Association of Realtors® (NAR) annual convention and midyear legislative meetings.