



NTA TREASURER STATEMENT OF DUTIES

Please initial your responsibilities listed below, in the left-hand side boxes:

Main responsibilities

- To recruit new members through opportunities offered by their teaching and dancing, to present and/or speak about the NTA organization.
- To maintain custody of all funds of the NTA.
- To keep an accurate account of funds received and disbursed.
- To issue all checks to pay all expenses incurred and approved for payment by the Executive Committee.
- To prepare an annual statement of financial condition to be presented at the annual meeting (or if asked for by the President).
- To oversee, delegate and coordinate ASCAP, BMI, and SESAC licensure disbursements and repos.
- To oversee all tax exempt issues and file a yearly report to the Internal Revenue Service.
- To handle all Incorporation business and reports and keep logo registration records.

Authorizations

The treasurer shall have the individual authority to pay up to Five Hundred Dollars (\$500) for business expenses without prior approval of the Executive Committee. The treasurer shall be authorized to sign all checks for this organization.

Dues

The term of office for the Treasurer is three (3) calendar years (January 1st to December 31st). Prior to assuming office, the Treasurer must have his/her dues paid for the entire term of office. Dues for subsequent terms must be paid by September 1st of the year prior to the beginning another term.

Communication within NTA

The Treasurer is required to communicate on a regular basis with the President and the Executive Committee. Failure to respond to mail, emails, phone calls, etc. will indicate a lack of participation which could jeopardize your Directorship.

Accreditation Program

All Directors are required to complete the first three (3) levels (DF-I, DF-II and DF-III) within a two (2) year period. Continuing with further accreditation is encouraged.

Newsletter Articles

All Directors are required to submit two (2) dance related articles each year for publication in the NTA newsletter, to the President (with copy to the Business Office). Due dates are April 15th and October 15th. You may submit any of your articles early if you prefer.

Dismissal

If any Director fails to fulfill their duties as stated herein, the Director's position may be revoked by the Executive Committee.

Questions & Concerns

If you have any questions or concerns during your term of office as a Zone Director, please contact the President.

Date: _____

Name: _____

Signed: _____