



Position Description: Secretary/Treasurer

The Secretary/Treasurer is responsible for recording all of the proceedings of all meetings of the Association. The Secretary/Treasurer is also responsible for all financial transactions and financial reporting. The Secretary/Treasurer is a member of the Executive Committee.

The Secretary/Treasurer shall serve a three-year term of office.

REQUIREMENTS & QUALIFICATIONS

- Professional membership in NODA for no less than 5 years; NODA membership must be current at application and throughout term
- Professional experience in higher education for at least 6 years
- At least 4 years of service in an appointed or elected NODA leadership position
- Leadership and management experience that reflect the skills needed to fulfill the Secretary/Treasurer's responsibilities
- Current employment in orientation, transition and retention and/or student affairs at an institution of higher education at time of application and throughout term
- Knowledge of, and commitment to, the structure, purposes, and goals of NODA internationally, nationally and regionally
- Current knowledge of and demonstrated commitment to the field of orientation, transition, and retention (Demonstrated higher-level experience in another student affairs association may be considered)
- Knowledge and attentiveness to issues relating to diverse constituencies
- Ability to think strategically and implement change
- Demonstrated contributions to the scholarship of the Association including, but not limited to: conference presentations or publication submission
- Demonstrate effective written and oral communication skills and represent the Board of Directors to the membership with clarity, professionalism, and integrity
- Ability to work in a highly collaborative environment balancing the needs of the Association Staff, NODA Leadership, NODA membership, and external constituents
- Financial support (institutional or personal) is required to cover the travel costs to attend the Board of Director meetings
- Qualifications preferred as specified by the NODA Board of Directors

- Knowledge of basic principles for financial responsibility, budgeting, accounting and reporting

PRIMARY RESPONSIBILITIES

- Serve on the Executive Committee and attend all meetings (monthly virtual meetings and one transition meeting in January)
- Attend three Board of Director meetings (1 in the Fall (annual conference); 1 in the Spring and 1 virtual meeting in July)
- Chair the Finance Committee
- Ensure that the Board of Directors and Executive Committee minutes are recorded, reviewed, approved and distributed
- Certify results of Association elections
- Provide financial oversight for the Association
- Review and provide feedback on operating budgets prepared by Association staff for the Association and for the Association Office
- Present a quarterly financial report on all financial transactions at each meeting of the Board
- Present an annual financial report that is distributed to all Association members as part of the Annual Report
- In consultation with the Executive Director, finance committee and appropriate external financial experts, present regular updates on long-term financial strategy
- In conjunction with the Executive Director, ensure that an audit is conducted of NODA financial records at least every two years
- Complete other duties as delegated by the President