

NEW MEXICO CONSORTIUM OF CAREER EDUCATORS AND EMPLOYERS
Job Description

JOB TITLE: **Treasurer, Executive Board Member**

COMPENSATION: None

ELIGIBILITY REQUIREMENTS:

- Must be a current member of NMC²E² in good standing and maintain membership and standing throughout term of office.
- Must have and continue to have no conflict of interest, as outlined in the NMC²E² Operating Guidelines, throughout term of office.

SUMMARY:

Serve a 2 (two) year term of office, following the calendar year. The term of office shall begin at the close of the December meeting. Follow and uphold the NMC²E² mission; to facilitate personal and professional growth, career development, cooperation, and collaboration among employers and members of the educational community of New Mexico. Support the Consortium's goals; Pursue collaborative efforts to promote career awareness and developmental activities. Promote experience-based learning. Assist employers in attracting, identifying, and hiring qualified candidates. Support efforts to develop a highly qualified and motivated workforce. Serve as a resource for members and potential members through networking, consultation, research and training. Facilitate professional growth of the membership. Maintain liaison efforts with other professional associations for advocacy and professional development opportunities.

DUTIES AND RESPONSIBILITIES:

1. Learn the duties of all Board Members, the Operating Guidelines and Bylaws, including legal obligations.
2. Serve as chief business officer of the Consortium, acting as steward of the organization's assets, following the State of New Mexico's Guide to Board Members of Nonprofit Charitable Organizations, listed in Appendix A of the Operating Guidelines. Ensure that NMC²E²'s resources and efforts are focused on our mission and our goals and that fiscal procedures follow Bylaws and Operating Guidelines.
3. Place name and signature on all of NMC²E²'s financial accounts and be available to be one of two signatures for any purchases pre-approved by voting members or by two or more members of the Executive Board. Take responsibility for collecting board member signatures and returning them to the financial institutions.
4. Read and sign an agreement to abide by the Conflict of Interest Policy in Appendix B of the Operating Guidelines.

5. Track membership expiration and issue invoices for renewal payment one month prior to the due date.
6. Maintain and regularly update Consortium's Membership Roster, and distribute it Executive Board and the general membership, as appropriate.
7. Initiate preparation of an annual budget proposal and collaborate with Executive Board to present said proposal to general membership for approval at the Spring quarterly meeting of members.
8. Ensure all purchases are pre-approved by the voting members or by two or more members of the Executive Board, in accordance with parliamentary procedure. Ensure all receipts for reimbursement are submitted within one month of purchase and no later.
9. File annual reports to both the New Mexico Attorney General's Office/Registry of Charitable Organizations and to the New Mexico Public Regulatory Commission's Incorporation Department.
10. Annually, submit *Form 990 epostcard* to the IRS, if the organization's annual income is under than \$25,000. [due after the end of the Consortium's fiscal year on 7/1, but before 11/01 each year]
11. Keep all records related to the Consortium's 501 (c)(3) status and file all required reports.
12. Keep current the Consortium's financial books for the purpose of full and accurate accounting of all funds received, and all monies and obligations paid or incurred by the Consortium. Books and records shall be maintained in such manner as to readily show the financial condition of the Consortium, and a report shall be made on the financial condition of the Consortium at all regular meetings.
13. Perform any other duties requested by the president, executive board and membership.