



NorthWest Augmentative Communication Society

www.nwacs.info | info@nwacs.info

Board Member Role: TREASURER

Board Member Benefits:

- Connect and network with colleagues and mentors in the field of AAC
- Learn and grow your knowledge in AAC/AT
- Complimentary conference registration
- Flexibility and support from your fellow board community
- For professionals:
 - continuing education opportunities
 - an activity to add to your curriculum vitae

What You Can Expect As A Board Member:

- Length of term: no requirements; ideally at least 2 years
- Meeting attendance
 - Monthly board meetings (~1 hour)
 - Volunteer meetings (~1 hour; biannually to quarterly)
 - Evening Seminars (~1 hour; bi-annually)
 - Annual Fall Conference (full-day event once per year)
- Contribute 1-2 blog posts per year

General Responsibilities:

- Attend and actively participate in monthly board meetings, including sharing relevant updates
- Attend other NWACS events to support our mission, vision, and values
- Report input to the President or Vice-President in advance of a board meeting you will be missing
- Respond to board emails in a timely manner
- Participate in projects or committees
- Assist in recruiting volunteers and future board members

Specific Responsibilities:

- Provide monthly treasury report to the board
- Handle accounting for the organization, including: manage NWACS bank account and debit card, maintain accurate financial records (in Google Drive/Dropbox)
- Handle any financial transactions on behalf of the organization; manage PayPal account
- Prepare any necessary financial documents (e.g., letter of agreement with conference speakers, tax documents)
- Coordinate with President and Secretary to maintain business documents and licenses as needed
- Collaborate with the Fundraising Coordinator on fundraising needs