

TREASURER

The duties of the Treasurer shall be:

- A. Keeps accurate records of all monies received and disbursed.
- B. Keep a record of the names of active and honorary members and sent current copies to President, Vice-Presidents, Secretary, District Directors, Membership Task Force Chairman and others on request.
- C. Serve as Chairman of the Finance Committee.
- D. To close the books ninety days (within three months) after completing the term of office and to have had the items audited as of that date. The record/monies will then be passed on to the incoming Treasurer.
- E. Present a proposed budget for coming year for the Association and for the Annual Meeting.
- F. Complete and file with auditor's assistance tax exempt status.
- G. Attend all executive Board and Annual Meetings.
- H. Reads and becomes familiar with the Constitution of the Association and the Handbook.
- I. Secures insurance bonding (fee paid by Association).
- J. Pay all bills approved in the budget and authorized by the President.
- K. Prepares monthly financial statement and mails to the President.
- L. Submits a complete financial report to the Executive Board at each regular meeting.
- M. Presents any budget revisions for Board action.
- N. Takes claim forms and checkbook to Board meetings.
- O. Cooperates with all Vice-Presidents on Annual Meeting.
- P. Spends time in training and assistance to the Treasurer-Elect. Delivers to successor all reports, books, monies, complete and correct to date within ninety days (within three months).
- Q. Secures checking account, and/or savings (c.d.'s), has checks printed.
- R. Cooperates with district directors in securing membership information and reporting such at proper time.