

TREASURER

- The Treasurer is responsible for controlling the cash assets of the Chapter.
- The Treasurer will deposit and disburse funds. Before monies can be disbursed, invoices must be signed by the President.
- The Treasurer will publish financial statements quarterly at the monthly meeting.
- The Treasurer will give a verbal report of cash on hand at general membership meeting.
- The Treasurer is responsible for notifying the President and/or Board of Officers immediately in the event of financial errors. The Treasurer will provide a budget based on a ratified annual “Goals and Expense” statement from the Board of Directors.
- The Treasurer will file all tax returns and is responsible to ensure all legal filings for the chapter.
- The Treasurer’s records will be open at all times for inspection by any member of the organization.
- The Treasurer has one vote in all elections and Chapter business.