

DUTIES OF CHAPTER TREASURER

The Chapter Treasurer shall:

1. Keep an accurate list of all monies deposited to the Chapter's bank account(s). This includes, but is not limited to, donations, revenues from membership and fund-raising, and meal function revenue.
2. Pay all debts of the Chapter upon presentation of documentation by those with authority to expend funds.
3. Prepare a budget for the upcoming fiscal year, to be approved by the Chapter's membership in accordance with Chapter by-laws.
4. Allow the Finance Committee to examine the Chapter accounts, on request, once a year.
5. Maintain a current accounting of all monies belonging to the Chapter and report to the Secretary at each meeting and to the membership as requested by the President.
6. Make every effort to assist the Chapter President to assure the payment of all membership dues to the State Society prior to the 31 December deadline.