

## **DUTIES OF THE TREASURER**

The Treasurer:

1. Is responsible for collecting and safeguarding all the funds of the Association.
2. Is responsible for all disbursement of the Associations funds as authorized by the Board of Directors with a voucher in conjunction with the Budget and Finance Committee.
3. Has for review upon request all financial records.
4. Makes regular reports to the general membership at the quarterly and annual meetings of the Association.
5. Is properly bonded at the discretion of the Board of Directors.