



## Duties of the Association Treasurer

The treasurer shall:

1. Be responsible for collecting and safeguarding all funds of the Association.
2. Be responsible for all disbursement of funds.
3. Submit all financial records and all financial reports for state funding to the board of directors annually for an audit, or a group of three members, to be completed by the annual general membership meeting held in the fall.  
Additionally, an audit is required before a treasurer leaves office for any reason.
4. Make regular reported to the general membership at all meetings.
5. Be bonded.
6. Perform other duties as provided by those by-laws or as commonly appertain to the office of treasurer.
7. Be elected for a term of two (2) years with no limit on the number of terms.