



SECRETARY/TREASURER

Function

The Secretary/Treasurer ensures that records are maintained of all Society, Board and Executive Committee meetings. This individual serves on the Board of Directors and as a member of the Executive Committee. They are to ensure the integrity of the fiscal affairs of the Society.

Specific Responsibilities

1. Serves as a member of the Board of Directors, Executive Committee and as an ex-officio member of the Advocacy Task Force.
2. Ascertains that records are maintained for all meetings of the Society, the Board of Directors, and the Executive Committee and that the Society maintains accurate financial records.
3. With Staff, ensures that copies of the minutes of each meeting are provided to the President and other officers and directors, as appropriate.
4. With Staff, maintains current copies of the Society rules and by-laws for use by President and the Board of Directors.
5. Reviews Society expenditures and financial status on a regular basis to ensure overall fiscal integrity.
6. Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
7. Submits the financial accounts of the Society to an annual independent audit.
8. Performs other duties assigned by the President, which may include serving as chairman of one or more committees.
9. Represents the Society with other associations in organizations as assigned by the President.