

## Region VII Elected Officer Duties Treasurer

The Treasurer:

1. Keeps accurate financial records for Region VII.
2. Provides accounts payable and accounts receivable functions for Region VII as directed by the Executive Board.
3. Maintains Region VII's written and/or electronic check register. For each check written, the following information, as a minimum, shall be recorded: date check was written, to whom the check was written, the amount of the check and a brief description of what the check was written for.
4. Categorizes each revenue and expense item according to the categories provided by the Parent organization's Secretary/Treasurer.
5. Reconciles the check register with the bank statement on a monthly basis. Immediately notifies the Chairperson of any irregularities.
6. Prepares monthly written reports on the Region VII financial status to include, as a minimum: starting balance, all deposits made, all checks written or disbursements made, and ending balance. Written reports are due at the conclusion of the month and shall be given to the Elected Officers of the Executive Board.
7. Keeps accurate records of any petty cash transactions.
8. Keeps an inventory of Region VII assets.
9. Provides an annual report to the Parent Organization in January for the previous fiscal year and in a format specified by the Parent Organization.
10. Is a voting member of Region VII's Executive Board.
11. Serves a one (1) year term.
12. If re-elected and an "active" member, serves an unlimited number of terms. If an "associate" member, serves one term only.