**Responsibilities of the Treasurer:** The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

a. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. These shall include(1) Assets, liabilities and fund balances.(2) Revenue and operating expenses.(3) All other financial records and documents deemed necessary by the Executive Committee.(NOTE: Some chapters may wish to add to this list specific accounts for ongoing activities, such as Chapter concert series income and expenses; income from gifts, grants and contributions; endowment funds, etc.)

b. Cause all monies and credits to be deposited in the name of and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee.

c. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.

d. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.

e. Sign and/or countersign such instruments requiring his/her signature.