A. Collect and take charge of all Chapter funds.

B. Establish and maintain the necessary bank accounts.

C. Establish and maintain a set of books with up-to-date accounts of the Chapter funds.

D. Be one of the signatories of all bank accounts; the other signatories shall be the President and the Secretary. Only one signature is required on each check.

E. Provide a report of accounts at each Board Meeting.

F. Prepare the books and arrange for an audit at the end of each year.

G. Prepare and report on all taxes required by governmental agencies.

H. Send notice of indebtedness to members as necessary.

I. Perform any duties that may be assigned by the President.

