

Treasurer

Responsibilities:

1. Serve as a member of the Finance Committee and supply information as requested.
2. Maintain custody of funds and books of account, under the supervision of the Board of Directors.
3. Prepare the preliminary annual budget in conjunction with the President and Finance Committee for consideration by the CARS+ Board of Directors.
4. Supervise and maintain a detailed record of all receipts and expenditures.
5. Present an expenditure report at Board meetings.
6. Issue checks for CARS+, in conjunction with the President or other assigned Board members, drawn on the funds of CARS+ as authorized by the Board of Directors.
7. Countersign checks and oversee all bills for Board operations, convention and other necessary expenses.
8. Produce a financial statement for the annual convention to be published in the Newsletter.
9. Present annually for Board review and approval at CARS+ Board of Directors' request: (1) insurance policies (General Liability and Directors/Officers), (2) taxes, and (3) audits.
10. Provide IRS forms to the Chapter Treasurers and Chapter Presidents for Chapter Binders and later collection/umbrella filings of tax reports.
11. Coordinate Board meeting arrangements. Arrangements will include: city/hotel, rooming list, arrival times, and mode of transportation (arrival/departure times).