



TREASURER

1. This is a two-year term.
2. Attends all CHICA NWO Chapter and Executive meetings.
3. Prepares a quarterly statement of revenues and expenses.
4. Prepares a financial report for submission to CHICA Canada annually.
5. Receives funds and disperses them at direction of the quorum of chapter members.
6. Prepares an annual budget for all activities associated with the office.
7. Collects membership dues and prepares a membership list.
8. Assists with promotion of new membership.

Revised March 2006