

## **Treasurer**

The Treasurer shall maintain, or cause to be maintained, adequate and correct accounts of properties and financial transactions of the organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income derived by the organization from all sources and activities. The monies and other valuables shall be immediately deposited by the Treasurer, in the name of, and maintain the same to the credit of CGS with such depositories as shall be designated by the Board of Directors; disburse the funds in such manner as may be ordered by the Board of Directors; render to the President or the Board, whenever they request it, an account of all financial transactions and the financial condition of the organization; and shall have other powers and duties as may be prescribed by the Board of Directors and these by-laws.

In addition, the Treasurer will assist/support all league events as part of the CGS Executive Board of Volunteers, attend regularly scheduled board meetings and vote as necessary in all CGS board elections.

- Perform such duties are customary to the Office of Treasurer or may be assigned by the Board of Directors.
- Keep records for the receipt and disbursement of all money and securities of the League, approve all payments from allotted funds, and draw checks in agreement with the policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.
- Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.
- Report financial status of the league accounts monthly at regular board meetings.