Office of Treasurer

1. Term of office two years, elected by the CISGNA membership. No restrictions on the number of terms served.

2. As needed serve as a resource person to the Committee Chairpersons, Volunteers and members.

3. Serve as the Chairperson for the *Fundraising Committee*

4. Begin making plans and set goals for the following year:

* Select Committee Chairpersons, adhering to guidelines in the CISGNA Bylaws regarding eligibility.
* Committee members should be selected.

5. Maintain custody of CISGNA funds and deposit them in an Illinois bank specified by the Executive Board.

6. Keep accurate records, sign checks and assist in the direction of all financial affairs.

7. The treasurer will obtain the services of auditor or public accountant for an audit review at the end of each fiscal season.

8. Prepare, with the assistance of the Executive Board, an annual budget prior to the CISGNA fall business meeting to be adopted by the membership.

9. Submit written reports to the CISGNA Executive Board and others as follows:

* A written report of goals for the year, within one month of the CISGNA Fall business meeting.
* A report summarizing progress and activities to the Executive Board one month prior to the CISGNA Spring Business meeting.
* Year-end report summarizing progress and activities to the Executive Board one month prior to the CISGNA Fall business meeting.
* Agenda items for the spring and fall business meetings to be submitted to the President on month prior to the meetings.
* Reports as requested for the Newsletter, Scope Scoop.
* Other reports as requested.

10. Submit names of potential, future CISGNA leaders to the Executive Board.

11. Annually attend a minimum of 2-3 Executive Board Meetings and the CISGNA Spring and Fall business meetings. Should an emergency prevent attendance at an Executive Board meeting the President should be notified.

Benefits:

1. Yearly SGNA membership dues paid.

2. Yearly Education Allowance of $500