

TREASURER

Eligibility for Treasurer

Any Voting member of ISCN who meets the eligibility requirements as stipulated in Sec. 9.02 and who possesses the understanding of financial principles and practices is eligible to run for the position of the Treasurer.

Duties of Treasurer

The Treasurer

- 9.24.1** Shall be a member of the ISCN BOD.
- 9.24.2** Shall perform duties with respect to ISCN's finances as the BOD prescribes.
- 9.24.3** Shall have custody of the funds and securities of ISCN.
- 9.24.4** Shall develop detailed financial policies and procedures, approved by the BOD and enforce the same for sound handling of ISCN's financial matters.
- 9.24.5** Shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements in proper books belonging to ISCN.
- 9.24.6** Shall deposit all monies, securities and other valuable contributions in the name of or to the credit of ISCN in such chartered bank or banks, or in the case of securities in such registered dealers in securities as may be designated from time to time by the BOD.
- 9.24.7** Shall disburse the funds of ISCN under the direction of the BOD, taking proper vouchers for such disbursements.
- 9.24.8** Shall render an account of all the transactions and a statement of the financial position of ISCN to the President and the GB meeting, or whenever required of him or her, and shall cooperate fully with the BOT in the event of the dissolution of the BOD.
- 9.24.9** Shall sign all disbursement checks on behalf of ISCN, and co-sign, with the President, checks worth \$5,000.00 or over.
- 9.24.10** Shall be authorized, in the event of the absence of the President, to write checks worth over \$5,000.00 with the approval of a simple majority of the BOD.
- 9.24.11** Shall prepare an annual budget in cooperation with the Chairpersons of various Committees and submit it to the BOD within thirty (30) days before the beginning of the new fiscal year.
- 9.24.12** Shall file periodically the necessary papers for City, State and Federal taxes and statements.
- 9.24.13** Shall prepare the financial report of the income and expenditures and present it at the Annual General Body meeting.
- 9.24.14** Shall participate in all fund-raising activities and keep full updated records of amounts raised and collected.

9.24.15 Shall also perform such other financial duties as directed by the BOD.