*Treasurer*

* Develop annual budget and keep records of all financial transactions of the chapter.
* Collect and distribute chapter funds.
* Keep all invoices, receipts, scholarship payment records, etc. on file for at least three years.
* Work with event chairperson to keep track of event budget.
* Keep the rest of the Board informed of the chapter’s financial status.
* Submit a year-end report on the chapter’s financial status to the Chapter Department