

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD OFFICERS**

Treasurer

Purpose – To handle all financial affairs of the Association.

Responsibilities:

1. Serve for two years.
2. Serve as a member of the Executive Board and the Executive Committee.
3. Receive immediately, maintain and have custody of all funds.
4. Keep full and accurate accounts of all receipts and disbursements in books belonging to the Association.
5. Serve as a Chairperson of the Budget Committee, and notify the Chairperson of other Committees of the amount of money budgeted for use of that Committee.

Activities:

1. Write and sign checks and pay all bills, with proper invoices, which have been approved by the President.
2. At each meeting during the year, present a detailed report of all income and expenses.
3. Render an audited account at each annual meeting of the Association and at the end of his/her term of office.
4. Perform such other duties as the President may from time to time request.