The Treasurer shall be the custodian of all funds of the Association;

The Treasurer shall prepare periodic financial reports reflecting results of financial operations and the financial position of the Association with emphasis on the Receipts and Disbursements of Funds duly examined by the Internal Auditor for review and approval by the Board once a year. The General Assembly shall appoint the Internal Auditor for the period being audited;

The Treasurer shall prepare periodic budgets as may be required by the Board and shall at all times certify the correctness of the prepared reports submitted to the Internal Auditor for notation and further certification before submission to the General Assembly;

The Treasurer shall cause the opening and maintaining of bank account of the Association where all funds shall be deposited at the end of the business day when the said funds are received. Any withdrawal of funds by the Treasurer shall be countersigned by the Chairperson for internal control purposes;

The Treasurer shall assist the Chairperson and Secretary in identifying new funding opportunities;

The Treasurer shall ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass Internal Auditor audits;

The Treasurer shall provide the Board with an operating budget, work with the Chairperson to ensure programmatic success through cost analysis support;

The Treasurer shall oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of Orientation Program revenue

The Treasurer shall attend Board and Working Group meetings; the Secretary may designate an representative to attend Working Group meetings in his/her place;

The Treasurer shall ensure adequate cash flow to meet the organization’s needs;

The Treasurer shall oversee the production of monthly reports including reconciliations;

The Treasurer shall oversee the maintenance of the inventory of all fixed assets, including assets purchased by UNKLESA (computers, etc.);

The Treasure must give a resignation letter 14 days in advance and prepare a handover report before resigning post;

The Treasurer is required to attend all Board meeting; Should he/she be unable to attend he/she will need to provide 48 hours’ notice unless in case of an emergency;

The Board may remove the Treasurer by two-thirds (2/3) majority, at any regular or special meeting of the Board, provided that a statement of reason or reasons have been provided in writing.