

## **Treasurer**

Responsible for the custody of guild funds. This includes collecting funds and disbursing monies as receipts are received. Any expenditures over \$100.00 must have pre-approval from the President.

Written monthly reports shall be read at guild meetings.

Responsible for submitting a report for each newsletter.

Responsible for holding financial information for 4 years.

On an election year, the outgoing chair is responsible for a report summary of the year's events at the annual meeting. On a non election year, the current chair is responsible for the report for the annual meeting.