Expectations of the Treasurer
(Two-Year Term)

Section 4. The Treasurer shall:

- Maintain the financial records of the Chapter,
- Receive, endorse, and deposit all funds of the Chapter to the Chapter’s bank account,
- Write checks for payment as authorized by the Board,
- Prepare a financial statement for each meeting and present to the Board,
- Prepare an annual financial statement for the Annual Membership Meeting,
- Prepare a budget for each year to be presented to the Executive Board at the meeting prior to the Annual Membership Meeting,
- Prepare the books for a review by the President, President-Elect, and the most Immediate Past President (still active) prior to the Annual Membership Meeting,
- Be the Registered Agent and prepare such documents as may be required by the State of Missouri and/or the Internal Revenue Service,
- And perform other duties as may be assigned.
- Complete a submit National AAIDD Finance and Leadership Report Annually to receive stipend from national office

Other duties include:

- Must be a paid member of AAIDD
- Maintain finances of organization
- Provide financial reports at meetings