



RHA Board of Directors Job Description

Treasurer

The treasurer shall:

- Supervise the collection of dues,
- Have custody of corporate funds,
- Pay bills within approved budgets,
- Keep an accurate record of all receipts and expenditures,
- Prepare a monthly Income and expense, plus a balance sheet for the Board of Directors,
- Prepare a final financial report to be given at the annual meeting of the general membership
- Be a regular member of the Board of Directors, and
- Perform such other duties as the Board of Directors may prescribe.