

## Back-Up Treasurer

**The duties of the Back-Up Treasurer shall be:**

1. Review the monthly reports sent to them by the Treasurer.
2. Be prepared to perform the duties of Treasurer in the event the Treasurer is unable to perform their regular duties (due to illness, emergency, resignation, etc) until the Treasurer is able to resume the duties or a new Treasurer is appointed.
3. Meet with the Audit Committee twice per year along with the Treasurer (after Dec 31 closing and prior to Annual Conference; and after April 30 fiscal closing).
4. Assist the Treasurer at the Annual Conference, if needed.
5. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.