

## **Regional Treasurer shall:**

1. Serve as the leader of the Finance Zone.
2. Keep accounts and deposit organizational funds of Region II.
3. Make expenditures made for Region II business in a manner approved by the Executive Board.
4. Produce and be held accountable for the Regional Budget in coordination with the Regional Chairperson.
5. Produce a quarterly update of Regional finances for the REB.
6. Produce and be accountable for the regional operating budget.
7. Provide conference site recommendations to the REB.
8. Work in conjunction with the CPC chairs regarding all financial matters of the conference.
9. Prepare Regional operating budgets for following two (2) fiscal years.
10. Coordinate and approve REB travel expenses.
11. Update and enforce the Region II Financial Protocol.
12. Coordinate Chapter Relief Fund.
13. Create and maintain conference master rooming lists.
14. Serve on the Regional Awards Committee and Regional Scholarship Committee.
15. Serve as Treasurer Emeritus, an ad hoc REB member, from May 1st until July 31st of the fiscal year to ensure proper closeout of regional finances.