

*Treasurer*

- Develop annual budget and keep records of all financial transactions of the chapter.
- Collect and distribute chapter funds.
- Work with event chairperson to keep track of allocation balance.
- Keep all invoices, receipts, scholarship payment records, etc. on file for at least three years.
- Help to ensure that the Chapter's Scholarships fund is managed by the Texas Exes.
- Submit a year-end report on the chapter's financial status to the Chapter Director. This form can be downloaded online at [http://www.texasexes.org/chapters/chapter\\_leader.asp#](http://www.texasexes.org/chapters/chapter_leader.asp#).