

Treasurer

The duties of Treasurer include the following:

- Maintain the IWOFF checkbook including balancing the books each month
- Disburse funds as required
- Make deposits as required
- Co-ordinate with NAIW for dues refunds
- Maintain a detailed excel spreadsheet of all monetary transactions
- Provide a monthly report to the Board of Directors for review.
- Attend all board meetings and general meetings.
- Maintain tax records
- Deliver records to the steering committee for audit
- Deliver records to accountant for taxes

IWOFF has an annual budget. The Treasurer makes sure that we stay within the budget and the by-laws of our organization.

Respectfully submitted,
Kathleen Soares, CIC, AAI, AIS, CPIW
Treasurer