

## **District 5M-2 Cabinet Position Description**

### **Cabinet Treasurer**

#### ***Per District By-laws:***

Under the supervision and direction of the District Governor, the Cabinet Treasurer shall:

- Collect and receipt for all per capita taxes levied hereunder on members and clubs in the District, deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor;
- Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District Convention Fund Per Capita Tax, if any, collected in the District, and secure a proper receipt therefore;
- Keep accurate books and records of account and permit inspection of the same by the District Governor, and any Cabinet member, and any club (or authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the District Governor or the Cabinet, the Cabinet Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.
- Secure bond for the faithful performance of duties in such sum and with such sureties as may be required by the District Governor.

#### ***Other specific duties:***

- Prepare the annual budget together with the District Governor
- Attend 4 District Cabinet meetings – August, October, February (at Mid Winter) and May – and submit a written report to the Cabinet Secretary in advance of the meeting.
- Prepare and present a budget report at each Cabinet meeting

#### ***Expenses:***

- Some expenses may be covered in the District budget, subject to Rules of Audit.
- Remainder of expenses is out of pocket i.e. Zone and Region meeting attendance.