



## Exhibit B

### WRDA – BYLAWS – DUTIES OF TREASURER

1. The Treasurer serves the primary function of receiving, recording and dispensing the monies of this organization at the discretion of the President and the Board of Directors. The following functions are performed by this office:
2. Collects the annual dues, as set forth by this organization. Prepares and distributes invoices for annual dues immediately after December 1st.
3. Prepares a financial report for Board of Director meetings; prepares a report for each conference.
4. The fiscal year for this organization is from July 1<sup>st</sup> to June 30<sup>th</sup>. The WRDA Audit Committee shall conduct an audit of the Treasurer's binder, checkbook ledger, and bank statements at the Summer Board Meeting, preparing an audit resolution for the summer conference. The Treasurer must also be available to present the bookkeeping to this committee at its discretion.
5. Supervises the preparation of the president's plaque which is presented at the summer conference to the outgoing president.
6. Receives WRDA approved expenditures, invoices and signed vouchers from the President, prepares checks and distributes money to members to reimburse their expenses in accordance with the WRDA By-laws. (Monies can not be released until approved by the president or the Board of Directors.)
7. Dispenses voucher forms to the membership of this organization.
8. Prepares financial reports upon request of the WRDA Board of Directors.
9. Executes other duties as assigned by the President or Board.
10. Maintains conference statistics and resources and forwards current information to webmaster for secure website.