Financial Secretary

# The Financial Secretary shall:

1. Receive all monies for the BIG NIH Chapter, maintain a record of all funds, and transfer said funds to the Treasurer on a weekly basis.
2. Maintain an updated roster of all financial members and provide copies at each Executive Committee meeting.
3. Report on the financial status of total membership to the Executive Committee and general membership on a monthly basis.
4. Provide for the collection of all dues and issue the membership cards upon receipt from the National office.
5. Complete the Region XI Form 4 (certification form) for the President and the Recording Secretary’s signature.
6. In the absence of the Treasurer, countersign with the President or First Vice-President, checks for the disbursement of BIG NIH Chapter funds.
7. Serve as a member of the Financial Committee.
8. Serve as a voting member of the Executive Committee.