

The Treasurer shall:

1. Sit on the JBSCI Finance Committee as an advisor in a non-voting capacity.
2. Use the software approved by the Board to produce all financial reports, as per Board requirements;
3. deposit all monies at the earliest convenience;
4. in order to facilitate the Board's management of its finances, keep clear and concise records of all cash flows, and supply accurate and complete information of the previous month, to the board and the Finance Committee on a monthly basis.
5. pay monthly accounts.
6. act as a signing officer, along with the President or the Secretary, for withdrawals or payment of invoices;
7. have the books audited internally, before the Annual Meeting.